MINUTES
of the
SEVENTH MEETING
of the
BOARD of GOVERNORS
of the
OTTAWA ASSOCIATION FOR THE ADVANCEMENT OF LEARNING.

DATE: March 11, 1943, at 12:45 P.M.
PLACE: The Chateau Laurier.
PRESENT: The Chairman, Dr. H.M. Tory.
Mr. H.L. Southam, Col. C.M. Edwards, Mr. W.M. Connor, Dr. J. Robbins,
Dr. McGregor Eason, Mr. E.J. Jenkins, Dr. W.C. McCartney, Mr. C.C.
Gibson, Dr. P.D. Ross and Dr. H.L. Keenleyside.

AGENDA

1. MINUTES: The Minutes of the Sixth Meeting were read and approved.

2. CIRCULATED DOCUMENTS: The President called the attention of the Board to the documents which had been distributed to the Members of the Ottawa Association for the Advancement of Learning and to the Board of Governors, for the purpose of keeping them acquainted with the progress of the College. The documents consisted of an Analysis of the Student Registration by Dr. Robbins, and the first three issues of the student Bulletin.
   (a) The President stated that following the first set of examinations, there had been a considerable falling-off in the number of students, registration now standing at about six hundred. He stated further that a good many adjustments of fees had to be made during the year, and that he had taken the responsibility of making them in a manner that seemed to him reasonable; he asked, and was given, the approval of the Board of this method of dealing with the matter.
   (b) Mr. Jenkins asked what impression had now been made by the students in comparison with the President’s previous experience. The President replied that, broadly speaking, the students were serious, hard-working, and measured up splendidly to a good average standard.
   (c) The President called the attention of the Board to the work done by Dr. Robbins in making the Registration Analysis, and the Secretary was asked to record the Board’s appreciation of all the work done by Dr. Robbins for the College.
3. FINANCIAL STATEMENT: The audited financial statement up to the end of February was read by the Treasurer, Mr. W. M. Connor. It showed:

Income $18,252.77
Disbursements $8,283.18
Bank Balance 9,959.86
Cash on hand 9.73
Actual Balance $9,969.59

The statement included all payments made up to the end of February. In addition, the following Estimate to June 30th was submitted:

Balance as per statement $9,969.59
Estimated Income 1,000.00 $10,969.59

Estimated Expenditures to June 30th:
Teaching salaries $2,550.00
Office salaries 720.00
Rent 288.00
Sundries 400.00 $3,958.00

$7,011.59

It was moved by Mr. Connor, seconded by Mr. Southam and carried, that $5,000 worth of Dominion of Canada Bearer Bonds be purchased from the funds on hand.

4. FULL-TIME ASSISTANT

The President reported that he had made substantial progress in the negotiations for a full-time assistant, but said that for the moment he preferred not to mention names lest the negotiations fall through.

5. RESIGNATION OF MR. SHAW:

The President read a letter from Mr. , tendering his resignation as Secretary of the board. The resignation was accepted on the motion of Mr. Jenkins and Dr. Eason. The President said that he preferred not to make any recommendation for a successor at the moment, but that he would bring up the matter at the next meeting.
6. OFFICE HELP: The President reported that satisfactory arrangements had been made for part-time office help, and that these arrangements proved successful.

7. NEW COURSES: The President suggested that certain new courses be offered provided that suitable arrangements could be made for carrying them out. They were as follows:

(a) A course in Music: This would really be a course in the Appreciation of Music, following the lines laid down by practically all the Universities in the first year courses. The Board agreed that this would be a good thing to do provided, as mentioned, that it that it could be carried out successfully.

(b) A course in Fine Art: This also would be following the practise in other Universities, where courses in the Appreciation of Art, given in the first year were being carried on successfully. The presence of the National Gallery made it possible to do work here more satisfactorily than anywhere else, as material would be available for special study.

(c) First year in Applied Science: The President stated that in practically all the Universities the first year in Applied Science was one in which the year being a foundation for all courses leading to Degrees in Engineering. Certain difficulties with regard to the teaching of drawing would have to be overcome, otherwise the course could easily be given.

8. RE-ESTABLISHMENT OF STUDENTS IN THE ARMY. The President called the attention of the Meeting to the fact that a survey had been made by the Department of Pensions and Health of the student body, now in the Army, who were likely to return to college life after the war. He said that the Government had made provisions for living expenses and fees for such students to cover a period equal to their period of service. The indications were that twenty to thirty thousand might be returning, especially if, on the stopage of the war, Canada were to suffer from a period of unemployment. He said that he had been asked by the Department whether we would likely be putting on day work to assist in this emergency; that this would be a problem we would have to face, and the question of teachers and teaching space would have to be considered. On the motion of Dr. Keenleyside, and seconded by Mr. Connor, it was agreed that a committee be appointed to make a survey in the next six months of government.
temporary buildings, with a view to anticipating which of those might be available for an emergency. The committee was to be appointed by the President.

9. INSTITUTE OF PUBLIC ADMINISTRATION:

The President said that studies to determine what could be done in such an Institute were being made; that he and Dr. Robbins had conferred with representatives of the Universities of Canada, followed by a conference with the senior representatives of the government services, and correspondence with Dr. Mackay of Halifax, representing the Social Science Research Council. He stated that the University men had promised their co-operation; that a further conference with departmental heads was to be held early in April, after they had had time to give consideration to the problems involved. Later the whole matter would be submitted to the Social Science Research Council. The documents made at the time of these conferences were submitted to the Members of the Board for study, the whole matter to be taken up at a future meeting. The President expressed himself as being well-pleased with the discussions and the attitude of the persons concerned.

10. INCORPORATION:

The question of incorporation of the Association was then discussed. Mr. Gibson stated that he had looked into the matter and that such a form of incorporation as is provided by the Provincial Act without share capital was possible, at very small cost. It was pointed out that the incorporation would not be of the Board of Governors, but of the Ottawa Association for the Advancement of Learning. The principle was approved and Mr. Gibson was asked to proceed with the proposal.

11. NEW MEMBERS OF THE ASSOCIATION:

The question of increasing the number of Members of the Association was discussed, and it was agreed that a list of the members be sent to all Members of the Board of Governors, with the request that they give consideration to the possibility of new members being found who would be willing and able to support the efforts of the Board.

12. FEES:

On the recommendation of the President it was agreed that the tuition fees for the first year be increased to fifteen dollars, making them just half that of the second year. The President pointed out that difficulties always arise with refunds and the securing of payment when payment by instalment was permitted. He said that it simplified matters if the fees could be paid in two instalments, one in the first, and one in the second term, but that it was necessary to exercise some discretion about it. Further, when students withdrew
from classes, he had to decide what refunds were to be made. He expressed the wish that the Board would approve of these methods of dealing with the matter. This was agreed to.

13. NEW CALENDAR: The President said that the new Calendar was in the course of preparation and would be submitted at a subsequent meeting.

14. TEXT BOOKS: The President asked permission to purchase, and keep in the office, sets of the textbooks used in the College courses. This was agreed to by the Board.

15. RADIO COURSE: The President read a letter from Mr. D. S. S. Mackenzie with regard to the possibility of offering a course at the College on Radio Technique. With the approval of the Board, the President said that he would follow up the matter.

16. ADJOURNMENT: The Meeting adjourned at 3 o'clock, p.m.

[Signature]