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

DATE: April 22nd, 1943.
PLACE: The Chateau Laurier.
PRESENT: The Chairman, Dr. H. M. Tory
Mr. F. C. Patten, Dr. McGregor Easson, Mr. F. C. Jennings,
Mr. H. S. Southam, Dr. H. L. Keenleyside, Mr. T. R. Montgomery,
Dr. J. E. Robbins, Mr. E. J. Jenkins, Mr. W. M. Connor,
Col. C. M. Edwards, Mr. Norman F. Wilson, Mr. Charles G. Cowan
and Mr. C. C. Gibson.

AGENDA

1. SECRETARY: The Chairman asked Mr. Gibson to act as Secretary.

2. MINUTES: The Minutes of the Seventh Meeting were read and approved.

3. PLAN OF ORGANIZATION OF ASSOCIATION: The President submitted a Plan of Organization for the work to be done under the Association. He called attention to the fact that in the original Plan two types of work were to be undertaken, one, Carleton College and the other an Institute of Public Administration. He stated that he thought the work of the College was now on a sufficiently definite basis as to warrant starting the beginnings of the Institute. He stated that after going over the plans now in operation in the United States, many of which were very highly organized, he thought it would be wiser to start giving certain courses that were demanded at the moment. The following Plan of Organization was suggested:
The purpose of separating the Institute from the College was to place it immediately on a graduate school basis. If in time the College became a full-fledged degree conferring body then the Institute would fall into place as a faculty of graduate study. The President pointed out that the Educational Directorate in each case would be advisory committees to the Board, and would serve somewhat the same purpose which a senate does in the university organization. After a full discussion it was moved by Mr. Southam and seconded by Dr. Keenleyside that the scheme submitted by the President be adopted. This was agreed.

4. COMMITTEE ON ADMISSIONS:

It was moved by Dr. Robbins and seconded by Mr. Patten that the Committee on Admissions and Courses, which had been appointed last year as a temporary expedient, be abolished. This was agreed.

5. NEW COURSES IN CARLETON COLLEGE:

The President submitted a list of new courses he thought should be given next year in Carleton College if arrangements could be made for them. They were:
(a) Fine Art.
(b) Music.

Additional one year courses in:

(c) Chinese.
(d) Japanese.
(e) Russian.
(f) Spanish.
(g) Latin.

He also recommended that we offer the following courses in Mathematics for First Year Applied Science; these to be given provided the registration was sufficient to warrant. On motion of Mr. Patten and Mr. Connor this was agreed to.

(h) Mathematics 2\(^{(1)}\)
(i) Mathematics 2\(^{(2)}\)
(j) Mathematics 2\(^{(3)}\)
(k) Mathematics 2\(^{(4)}\)

6. COURSES IN INSTITUTE OF PUBLIC ADMINISTRATION: With regard to courses under the Institute of Public Administration the President said that at the meetings he had held with representatives of Government Departments certain subjects had been mentioned as likely to be very useful, and in addition requests had been made for other courses which could be easily given. On inquiry he found that competent teaching was available for the following courses:

(a) General Course in Statistics.
(b) Construction and Use of Standard Tests and Technique in Modern Industrial Relations.
(c) Advanced Calculus and Differential Equations particularly directed to Government Service.
(d) Advanced Accounting.

The arrangements for the above have been completed.

(e) Educational Psychology for Teachers.

The question had been raised whether such a course could be given. The President said that if the recommendation which he would make for an Executive Assistant was accepted then this course could be offered as the person concerned was an Educational Psychologist.

(f) The Technique of Broadcasting.

The President said that he had been requested by Mr. D. S. S. McKenzie, one of the prominent broadcasters, to consider offering a course on the technique of broadcasting. He had had a conference with Mr. McKenzie and had requested him to prepare an outline of the sort of course he thought should be offered. The President read the outline to the Board. It was agreed that the matter should be given further study and the President was authorized, if he were satisfied with the course and instructor, to offer it in the Calendar.

(g) Social Services.

The President said that he had been approached by Miss J. Maines, Executive Secretary of the Ottawa Council of Social Agencies, to consider giving a course on the technology of social service. He said he had agreed to meet a group of the persons concerned on Tuesday evening, April 27th, for further discussion. The Board agreed that this subject might also be given provided the course and teaching could be arranged for.

(h) World Organization.

The President stated that he had been informed that Professor, of the University of British Columbia, was joining the staff of the Department of External Affairs at an early date, that Professor would be almost a perfect person to give the course on world organization, that we had tried to secure someone for last year but failed. He had written to Professor to find out whether he would be willing to take on the extra task. It was agreed to offer this course also if Professor could be secured.
It was agreed unanimously that the starting of the Institute of Public Administration on this practical rather than theoretical basis was a sound way to proceed.

7. CALENDAR: The President presented the draft of the second Calendar (1943-44). This was gone over and approved for publication.

8. EXECUTIVE ASSISTANT: The question of an executive assistant was then brought up by the President. He suggested the name of Mr. Mr. was a graduate of

to make a statement. The President said he had brought the question of the appointment to the Finance Committee that they might make a recommendation regarding salary. At the present moment Mr. salary was $4,800.00, but he was anxious to come back to Canada. The Finance Committee thought the salary for the appointment should be $4,500.00. With this understanding he had written to Mr. not offering him the appointment, but asking him if he would accept the appointment on a one year basis, with the understanding that during the year the question of his continuing in our service would be considered. After some discussion it was moved by Dr. Keenleyside and seconded by Mr. Jenkins that Mr. be invited to come as executive assistant to the President on a one year agreement only, neither side to obligated beyond that date, and at the salary suggested. This was agreed to.

9. RESIGNATION: A letter was read from Mrs. Bryce Stewart resigning as a member of the Board as she is now living in the United States. This was accepted with regret and the President was asked to make a suitable acknowledgment.

10. SPONSORS: The President raised the question of whether names of sponsors now in the Calendar should be retained if they did not give support to the Institution. It was unanimously decided that only those who gave financial support should be considered eligible for membership in the Association.
11. NEW MEMBERS: The President reported that lists of the present members of the Association had been sent out to all the members of the Board and that he had received three lists in return from three of the members. These would be carefully considered. He suggested that other members of the Board might consider sending in lists.

12. INCORPORATION: Mr. Gibson reported he anticipated difficulty in presenting an application at the present time. He thought it would be wiser to wait a couple of months. As the situation was in Toronto there might be objection. It was decided that the President should see Mr. Coleman, the Dominion Secretary of State, Companies Branch, to see whether a Dominion Corporation under the Companies Act would be permitted.

13. BUILDINGS COMMITTEE: The question was asked whether the Committee on Buildings had any report to make. The President said that the Committee had been given six months to give the matter consideration and that as yet no action had been taken.

14. PUBLICITY: The question of giving publicity to the work of the College was raised, especially in connection with the setting up of the Institute. It was agreed that a statement should be given at once to the public and that the courses to be offered should be placed in the Calendar, the Calendar to be for both the College and the Institute.

15. TREASURER'S REPORT: The Treasurer reported that the purchase of a $5,000.00 Dominion Government Bond, at par, had been made; that there would have to be a safety deposit box and the bank required a resolution regarding the persons who were to be responsible for it. It was unanimously agreed that any two members of the Finance Committee could sign for the box and have access to it.
MINUTES OF MEETING

of the

FINANCE COMMITTEE

A meeting of the Finance Committee of the Board of Governors was held in the office of F. Bronson, Esq., at 11 a.m. on Friday, April 2nd, 1943.

There were present: the Treasurer, Mr. W. M. Connors; Mr. Bronson, Mr. Kidd and Dr. Tory.

1. AUDITED STATEMENT: The President submitted the audited financial statement of the accounts up to the end of February, with estimates for expenditure to the end of June. The statement was the same as that presented to the Board of Governors at its recent meeting. This showed a balance at the end of February of $9,969.59.

2. ESTIMATE FOR BALANCE OF YEAR: The estimate submitted for the balance of the year was as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Balance as per statement</td>
<td>$9,969.59</td>
</tr>
<tr>
<td>Estimated Income</td>
<td>$1,000.00</td>
</tr>
<tr>
<td></td>
<td><strong>$10,969.59</strong></td>
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</tbody>
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Estimated Expenditures to June 30th:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Teaching salaries</td>
<td>$2,550.00</td>
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<tr>
<td>Office salaries</td>
<td>$720.00</td>
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<tr>
<td>Rent</td>
<td>$288.00</td>
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<td>Sundries</td>
<td>$400.00</td>
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<tr>
<td></td>
<td><strong>$3,958.00</strong></td>
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</tbody>
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3. STATEMENT FOR MARCH, 1943.

The President also reported that the Income during March had been: fees, $498.00; subscriptions, $260.00; and small items, $17.50, making a total of $775.60, and that the Disbursements had been as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Teaching salaries</td>
<td>$951.25</td>
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<tr>
<td>Office salaries</td>
<td>$133.00</td>
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<tr>
<td>Equipment</td>
<td>$136.50</td>
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<tr>
<td>Gen. Expense</td>
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<tr>
<td>Refunds</td>
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<tr>
<td></td>
<td><strong>$1,431.43</strong></td>
</tr>
</tbody>
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4. ADMINISTRATIVE ASSISTANT, APPOINTMENT OF

The President then stated that he had been searching for someone suitable to take over part of the administrative burden of the College for next year in
accordance with the wishes expressed by the Board of Governors at a recent meeting. Two names were suggested, and had had private conversation with him, and that he considered him a very acceptable man.

The question of the salary to be offered to an appointee was discussed. The President said that Mr. now

The President pointed out that the appointment would have to be made by the Board of Governors, and that he would have to get in touch further with Mr. before submitting any name to the Board. This was agreed.

The meeting adjourned.