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

DATE: June 24th, 1943
PLACE: The Chateau Laurier
PRESENT: The Chairman, Dr. H. M. Tory
Mrs. Phyliss Turner, Dr. McGregor Easson,
Dr. W. C. McCartney, Dr. J. E. Robbins, Mr. W. M. Connor,
Mr. E. J. Jenkins, Mr. Frank G. Fatten, Dr. H. L.
Keenleyside, Mr. Charles G. Cowan, Mr. T. R. Montgomery,
Mr. H. S. Southam, Mr. C. C. Gibson.

AGENDA

1. SECRETARY: The Chairman asked Mr. Gibson to act as Secretary.
2. MINUTES: The Minutes of the Eighth Meeting were read and approved.
3. REPORT on WORK of the YEAR: The President handed to each member of the Board a copy of a student publication, "First Annual Year Book", which he said had been prepared by the student body with the cooperation of the office. As this book contained a complete statement of the student activities as well as the complete list of registrations in all subjects, he submitted it as giving sufficient report to the Board of College activities. He also stated that the new Calendar had not yet been issued in full. It was being issued in two sections, section one, Carleton College, and section two, the Institute of Public Administration. A limited number of the Carleton College section had been issued so as to meet the requirements.
of outgoing students. The balance had been held up until the material for section two had been completed. He submitted an outline of the courses in the second section for which requirements had been completed, namely:

1. Principles and Practice of Personnel Management

2. Introduction to Statistical Methods

3. Population Trends and Social Policy

4. Advanced Calculus and Differential Equations

In addition there were three other subjects that were under discussion, namely:

World Organization

Advanced Accounting

Social Science

but arrangements had not yet been completed for instructors in these subjects. He hoped to have them completed and the Calendar issued in the course of the next ten days.

Broadcasting:

With regard to the course on Broadcasting he said he had consulted with the head of CBO and with Dr. Thompson, the head of the CBO. They both agreed that such a course would be useful but were not quite clear as to the suitability of Mr. to give the course. The matter was still under consideration.

World Organization:

With regard to World Organization he had suggested that Dr. of the University of British Columbia, and Dr. of Dalhousie University, who were for the next year joining the Department of External Affairs, could be induced to give the course.
4. FINANCIAL REPORT: The Financial Report was submitted by Mr. Connor, the Treasurer. The Report showed that there had been collected during the year from Fees, Subscriptions and Bock Sales $19,783.39

Disbursements on the Current Account had been $12,217.59

A Dominion Government Bond had been purchased for 5,057.12

making a total of $17,274.71

There was cash on Deposit $3,849.03

less outstanding cheques 1,443.83

leaving $2,405.20

other small items amounting to 103.48

making a total of 2,508.68

showing the cash assets to be at the moment $7,565.80

On motion of Mr. Connor and Dr. Keenleyside the Report was adopted. The President said this was only an income and disbursement statement; the full statement would be available, including assets and liabilities, at a later date. He also said that some of the expenditure had been for equipment that would be available for use next year. There were certain small outstanding accounts that had not yet been paid.

5. EXAMINATIONS: President reported that the examinations had been completed and were now being compiled; that all the results were not yet available but he hoped in the course of a few days to have the material ready for publication in the press.

6. GRADUATION EXERCISES As only a few students this year had completed a whole year's work (those giving only part time to studies not being allowed to take more than two subjects) no special closing exercises would be given this year, but the President suggested that in early October, after College opened, we should have a formal opening, giving the whole organization a fitting public
Mr. Gibson, the legal advisor of the Board, stated that all the documents with regard to incorporation had been prepared and were now in the hands of the authorities at Toronto. In this connection the President said he had interviewed Dr. Coleman re Dominion incorporation and that Dr. Coleman had assured him that this could not very well be granted as the Dominion Government hesitated to touch educational matters, hence the appeal to Toronto. The President pointed out that under our Articles of Association it was necessary to have a meeting of the Ottawa Association for the Advancement of Learning before the end of June, the two main items of business being the report from the Board and the filling of vacancies on the Board of Governors. It was agreed to call the meeting at five o'clock on Tuesday, June 29, the place of meeting being left to the President.

With regard to the teaching staff the President reported that all the present staff will continue for another year; that in all probability some additional staff would be necessary, and he asked for authority to make the necessary arrangements. He stated that no considerable financial obligation would be involved as the fees from the new courses would in general cover the cost of teaching. This necessary authority was granted.

It was pointed out to the Board that in the autumn of last year the question of securing the necessary supply of books had created great difficulties, and the President suggested that he be authorized to prepare an estimate of the number and type of books required, to order them and have them for sale in the autumn. He stated this had been done in part
last year of necessity, that we had bought over $700.00 worth of books and had sold them practically at cost to the students and without loss to the Board. After some discussion it was agreed that this seemed to be the only way to solve the problem successfully and authority was given to undertake the transaction.

10. OFFICE ACCOMMODATION: With regard to office accommodation Mr. Patten, the Secretary of the Collegiate Board, said that he and Mr. Pullen had been working on the problem and that he hoped to be able to release a classroom on the first floor for office use. The President said that the students had been requesting a meeting room and that it was possible that some arrangement could be made to let them have access for meeting purposes to suitable accommodation.

11. The President reported that he had made the formal offer to Mr. ... for a one year appointment and that Mr. ... had accepted; that it was expected he would arrive in Ottawa about the 15th of July. The question of living accommodation presented difficulty but in the meantime Mr. ... would be stopping with him.

12. BUILDING COMMITTEE: With regard to the Building Committee the President reported that the urgency of the work on hand had made it impossible for him to look further into the problem of future accommodation, but that after the arrival of Mr. ... as Executive Assistant he hoped to be able to devote most of his time to problems connected with future organization.

13. STAFF HOLIDAYS: The President reported that he intended to remain here until he had Mr. ... settled in his work and then hoped to take holidays up to the first of September; that he had arranged for the holidays of the staff to fit in to his arrangements so that the office would be competently managed in his absence.

14. PUBLICITY: The question of further publicity for the College was raised by Dr. Easson and Dr. Keenleyside. The President stated that a full report of this meeting and of the meeting
of the Association would be given to the press and that the question of further advertising would be given consideration. He stated that the generosity of the press last year had given us a splendid start and he had every assurance that we would get the necessary co-operation in the autumn. Further, he stated that as soon as the new Calendar was ready attention would be called to it in the press and distribution would be made quite widely.

15. NOMINATING COMMITTEE:

Dr. H. M. Tory, Dr. McGregor Easson, Mr. Charles G. Cowan, Mr. H. S. Southam were appointed a committee to nominate persons to fill vacancies in the Board of Governors.

The Nominating Committee, consisting of Dr. Tory, Dr. Easson, Mr. Cowan and Mr. Southam, with Mr. Gibson acting as Secretary, met immediately after the meeting of the Board and nominated Mrs. Norman Robertson to fill the vacancy caused by the retirement of Mrs. Bryce Stewart; Mr. F. E. Bronson to replace Mr. Lewis. The remaining retiring members were all re-nominated, namely: Dr. H. M. Tory, Mr. W. M. Connor, Mr. E. J. Jenkins, Dr. H. L. Keenleyside, Dr. J. E. Robbins.