MINUTES
of the
SECOND MEETING
of the
BOARD OF GOVERNORS
of the
OTTAWA ASSOCIATION FOR THE ADVANCEMENT OF LEARNING (Inc.)

DATE: September 16, 1943.

PLACE: Chateau Laurier

PRESENT: Dr. H. M. Tory, Mr. Charles Cowan,
Mr. W.M. Connor, Colonel C. M. Edwards,
Mr. E. J. Jenkins, Dr. W. C. Maccartney,
Mr. T. R. Montgomery, Dr. H. L. Keenleyside,
Dr. J. E. Robbins, Mr. F. C. Jennings,
Dr. McGregor Basson, Mr. C. C. Gibson.

MINUTES: The Minutes of the first meeting of the
Board of Governors were read and approved.

OFFICERS OF INSTRUCTION: Dr. Tory reported certain changes in the
Officers of Instruction as follows:

Economics: Mr. S. M. Jamieson, succeeds Mr. Angus S.
Abell, as lecturer in Economics. Mr. Jamieson
is an M.A. of British Columbia and Ph.D. of
California. He lectured for three years in
Oberlin College.

Fine Art: Mr. Walter Abell, M.A., succeeds Dr. Heckscher
in Fine Art. Mr. Abell is a graduate of Yale,
and was for fifteen years head of the Art
Department of Acadia University. He is now
associated with the National Gallery at
Ottawa.
German: Miss Naomi Jackson, M.A., succeeds Dr. Heckscher as lecturer in German. Miss Jackson is a Master of Arts of McGill and has completed her work for Ph.D. at Columbia excepting her thesis. She speaks German fluently having lived for some years on the continent of Europe.

Physics: Mr. V. N. Bruce has been reappointed to do the lecturing in Physics pending a permanent appointment. Mr. Hanley having retired to take an appointment outside of Ottawa.

Far Eastern Studies: Dr. Tory expressed his regret at the retirement on account of ill-health, of Mr. Gordon R. Taylor from the Directorship of Far Eastern Studies.

Dr. Herbert E. Norman, who last year was directing the higher work in Japanese, had agreed to take over the direction of the Department.

Mathematics:

One additional opening in Mathematics will have to be filled if there is a registration in Advanced Calculus.

Spanish: Mr. Mario J. Harrington has retired, having joined the Navy and an additional appointment may have to be made in Spanish if the registration is as last year.

Staff Appointments:

Authority was given to Dr. Tory to make any further adjustments of staff that might be necessary after the registration is completed and the requirements are more fully understood.

INSTITUTE OF PUBLIC ADMINISTRATION

The President reported that in addition to the persons mentioned in the calendar as lecturers in the Public Administration Courses, arrangements had been completed for:
Course 6, Advanced Accounting: This course to be arranged through Dr. W. R. Chown, of the Wartime Prices and Trade Board. The lectures would be given by Mr. J. C. Cameron, M. Comm. He had met a committee of civil servants and had arranged to have the details of the course worked out. A public statement would be made in the near future.

Course 7, Social Work: Dr. C. B. MacPherson, B.A., of British Columbia; Ph.D. of University of California.

Course 5, World Organization: Arrangements had not yet been completed, but he still hoped to be able to offer the Course. The Board gave the President full authority to complete the necessary arrangements for instructors after the completion of registration.

The President reported that registration was proceeding favourably and following very much the same lines as last year and that he expected an attendance of about the same number.

The President also pointed out that a number of the students last year had taken in addition to our own examinations, the Departmental examinations for Ontario and that he was pleased to report that the number who passed Departmental examinations was quite consistent with the number who passed our own examinations.

FINANCIAL STATEMENT

The Financial Statement was read by Mr. Connor as follows:

CARLETON COLLEGE

Statement of Cash Receipts and Disbursements,
July 15th, 1942, to June 30th, 1943.

Receipts:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fees</td>
<td>$15,835.50</td>
</tr>
<tr>
<td>Subscriptions</td>
<td>3,975.00</td>
</tr>
<tr>
<td>Sale of Books</td>
<td>534.39</td>
</tr>
</tbody>
</table>
Interest on bonds  $ 75.00
Sundry-Students' Council, K.S.B.  11.00  $19,731.39

Disbursements:

Teachers salaries  $ 6,883.00
Office salaries  1,630.50
Refund of fees  645.00
Books  526.62
Office Equipment  334.85
Teaching supplies  417.09
Rent  504.00
Advertising  178.40
Telephone & Telegraph  77.58
Printing stationery and office supplies  766.93
Sundry and Petty Cash  273.82

Purchase of Bonds  $ 12,237.59  $17,294.71

Cash on deposit  2,420.20
Cash on hand  16.48  2,436.68

$19,731.39

This statement showed a substantial balance from last year notwithstanding capital expenditures on equipment which will not have to be repeated this year.
OFFICE ACCOMMODATION: The President reported that the School Board had arranged to give office accommodation on the first floor by clearing one of the classrooms. This might not be available after the ending of the war, but in the meantime, it made the work of our office very much easier.

The President had plans for the sub-division of the office which was estimated would cost about $300. The Board gave authority to the President and the Treasurer to have this done if after consideration they deemed it necessary.

POLISH REFUGEE: The President stated that he had had an appeal from the wife of a Polish refugee requesting free instruction. In his opinion, it was a dangerous precedent to establish and to which the Board agreed.

OPENING CEREMONY: It was decided to have a special opening ceremony for the College and Institute some time around the 15th of October. The details were left with the President to arrange. He suggested that it was possible His Excellency, the Governor General might be present. If so, the occasion might be made a bit colourful.

STUDENT COUNCIL FUND: The President pointed out that there would be a considerable fund collected this year for the Student Council. He thought some control over it should be exercised by the office in the interest of the student body. The matter was left in the hands of the President to arrange.

BANK ACCOUNT: The President pointed out that the account in the bank was still in the name of Carleton College, but since it was the Association that had been incorporated, he thought it would be wise to have the bank account changed to the name of the
incorporated Association. It was therefore, decided to change the name of the account to that of "Ottawa Association for the Advancement of Learning" and that receipts for both Carleton College and the Institution of Public Administration should be deposited and carried to this account.

On motion, the meeting was adjourned.

Chairman.