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

DATE: March 24, 1944.

PLACE: Chateau Laurier.

PRESENT: Dr. H. M. Tory, Mrs. Phyllis Turner, Mr. F. E. Bronson, Mr. Charles Cowan, Mr. H. S. Southam, Mr. F. C. Jennings, Mr. Norman Wilson, Col. C. M. Edwards, Mr. T. R. Montgomery, Mr. W. M. Connor, Mr. W. S. Kidd, Dr. J. E. Robbins, Mrs. Norman Robertson, Mr. C. C. Gibson, Mr. F. G. Patten.

MINUTES: The minutes of the last meeting were read and approved.

REGISTRATION ANALYSIS: The President called the attention of the Board to the Analysis of the Enrolment prepared by Mr. Shaw along the lines of the analysis of last year. This had already been sent out to the members of the Board and certain members of the Association. A summary of the analysis is found on pages 1 and 2 of the Minutes of January 26, 1944.

INSTITUTE COURSES: Dr. Tory reported that the courses to be offered next year in the Institute were still under consideration by the Educational Directorate. The details were being worked out for publication in the Calendar.

TOWN PLANNING: With regard to the Town Planning course, Dr. Tory reported that it had gone successfully, excepting that a number had withdrawn from classes, mainly those who were interested only in the real estate aspects of the subject. The course given was of a broader and more general nature, in which some of the members of the class apparently were not interested.

BUILDINGS FOR DAY WORK: With regard to buildings for future work the President reported that he had been in consultation with
Mr. Harrell of the Public Works Department and with Colonel Campbell of the Defence Department. Mr. Harrell was of the opinion that the first buildings to be vacated would be the buildings on Wellington Street, which would not be suitable for our purpose. Mr. Harrell also said that there was a possibility that space might be available in some of the buildings at the Experimental Farm. When asked regarding the Ottawa Ladies College building, he said that this belonged to the Defence Department and recommended a discussion with Colonel Campbell. He said that no decision as to the use to which the Ladies College building would be put had been reached. He also said that it was possible that it might be used in exchange for some other property but promised to give the matter consideration. There the matter stands for the moment.

WITHDRAWAL AND REFUND:

The President said that the matter of the new Calendar was now under consideration. As there had been some difficulty with respect to withdrawals and refunds to students, he would recommend that the following be inserted in the Calendar.

Students who are forced to withdraw from a course, or from the College are required to notify the College Office in writing and to give their reasons for withdrawal. As the College assumes the obligation of carrying the student throughout the year when the student registers, and as the College provides the instruction and accommodation on a yearly basis, the Board of Governors has ruled as follows:

(1) Application for withdrawal must be presented within thirty days after discontinuing attendance.

(2) All tuition credits and refunds shall be made entirely at the pleasure of the College. In no case will the Registration fee be returned.

(3) Credits or refunds will be granted only as follows:

(a) Cash refunds may be granted in cases where students are compelled to withdraw on account of serious and con-
continued personal illness. The application must be accompanied by a certificate from a physician, satisfactory to the College.

(b) In case a student who is regularly employed during the day is sent out of the city permanently by his employer or compelled to change his working hours so as to prevent his continuing at the College, a refund may be granted, provided the application is accompanied by a statement from the employer, satisfactory to the College.

(c) Cash refunds may be granted to students who withdraw to join His Majesty's Forces.

(4) Tuition not refunded or used may, upon securing a certificate of credit from the Bursar, be applied upon subsequent courses pursued in the College, providing such courses are taken within two years of the date of withdrawal of the student.

The President pointed out that it might be well to have a Contract of Obligation signed by students at registration. This was a matter he would like to have left in his hands for consideration. This recommendation was agreed to.

The President reported that in the Advanced Accounting course arrangements had been made to have a number of representatives of the senior branches of the public service give several lectures on the Government method of finance. The following had been arranged for:

March 14 Mr. R. B. Bryce (Financial Investigator) Department of Finance East Block

March 21 Dr. A. K. Eaton (Taxation Investigator) Department of Finance East Block
The authorization of revenues.

March 28  Mr. C. Fraser Elliott (Deputy Minister of Taxation)
Department of National Revenue
444 Sussex Street
Income and Excess Profits Taxes and Succession Duties.

April 4     Mr. D. Sim (Deputy Minister Customs and Excise)
Department of National Revenue
Connaught Building
Customs and Excise.

April 11    Mr. Eric Fricker, (Auditor)
The Bank of Canada
King Edward Avenue
Government borrowing.

April 18    Mr. Watson Sellar (Auditor General)
Confederation Building
The authorization of payments and expenditures.

April 25    Mr. J. O. Hodgkin (Asst. Comptroller of the Treasury)
Comptroller of the Treasury
Confederation Building
Executive and departmental control over expenditures.

May 2       Mr. J. O. Hopkinson (Chief Supervisor of Audit)
Auditor General’s Office
Confederation Building
The statutory duties of the Auditor General.
FEES: It was agreed that the fees should remain as last year with this exception, -- The registration fee for the first year should be $5.00 as at present, but that a student registering in any subsequent year should only be charged $2.50. This recommendation was made because it seemed a little extreme for students who only registered in one subject to pay repeatedly the $5.00 registration fee.

EXTENSION COURSES: With regard to Extension courses for next year, the President said a suggestion had been made to him that the following courses might be offered: a course in Journalism, English for non-English-speaking people, The Principles of Nutrition, Town Planning, Interior Decoration (associated with Home Economics), Present Trends In Education, The History of the Growth of Knowledge. He suggested that this required further study and that the Board might be willing to leave the matter in his hands to decide what courses should be offered. These should be given, of course, to the public generally and only if there were a significant registration. This was agreed. He further stated that the History of Appreciation of Painting and Sculpture had been offered to the public this year in the Art Gallery through an arrangement with Mr. Abell, who was giving a course for credit to students in the College. This would be offered for 1944-45.

RESIGNATION OF MR. SHAW: The President said that he regretted to report that Mr. L. W. Shaw, who had been with us for a year as Executive Assistant had resigned to accept the position of Superintendent of Education in his native province of Prince Edward Island. He stated that Mr. Shaw had given us eminently satisfactory service and he was very sorry to lose him. The President was instructed to inform Mr. Shaw that the Board regretted his leaving, appreciated the service he had rendered, and wished him success in his new appointment.

SUCCESSOR TO MR. SHAW: The President stated that it was going to be difficult to find, under present circumstances, a suitable successor to Mr. Shaw, as most of the young men upon whom one could rely are associated in some way with the Armed Services. However, he already was giving the matter consideration and hoped to be able to find a suitable man.
The Treasurer, Mr. W. M. Connor, submitted the following Financial Statement which included estimates for the balance of the year. He stated that this, of course, was not an audit account but a statement taken from the books of the Association.

**FINANCIAL POSITION** March 20, 1944.

- Bank Balance - February 29: $10,979.61
- Deposits to March 20: 397.50
- Cash on Hand, March 20: 95.00
- (Includes gifts of $2160)
- (Estimated $3500)
- 11,472.11

**Cheques Issued:**

- Salaries for February: $1,662.00
- Books, Refunds, etc.: 508.57
- **Total:** 2,160.57

- Bank Balance - March 20: 9,311.54
- Fees likely to be collected (Estimates): 476.25
- Donations (Estimate): $1,300
- **Total:** 1,300.00
- Estimated Expenditures: 6,000.00
- 5,087.79

- On Hand, July 1: 2,436.00
- Balance for Year, June 30, 1944: $2,651.79

**ADJOURNMENT:** The meeting was adjourned.