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

DATE: May 31, 1945.

PLACE: Chateau Laurier.

PRESENT: Dr. H. M. Tory, Dr. M. M. MacOdrum, Mr. W. M. Connor, Mr. Norman Wilson, Mr. W. S. Kidd, Mr. Charles Cowan, Mrs. Norman Robertson, Mr. F. G. Patten, Mr. T. R. Montgomery, Dr. McGregor Easson, Mr. F. Bronson; Mr. W. R. Creighton, Mr. H. S. Southam, Mr. E. J. Jenkins, Dr. J. E. Robbins, Mr. F. C. Jennings, and Mr. C. C. Gibson.

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

LIBRARY COMMITTEE REPORT: Dr. Robbins reported for the Library Committee making three recommendations as follows:

1. That the President be authorized to employ an experienced librarian on a part-time basis to catalogue the books in the College Library, using the Library of Congress system of classification.

2. That the Library Committee of the Board be discontinued when an efficient Library Committee of the teaching staff can be constituted, and that, in the meantime, Dr. MacOdrum be added to the Committee.
3. That the Board budget in the next fiscal year for the cost of a monthly luncheon for the teaching staff, in order to provide a regular opportunity for them to consider common problems such as the development and the use of the Library.

Discussion took place with regard to securing a librarian, and it was agreed, if a qualified librarian could be secured, the terms of 1. should be carried out. It was also agreed that Dr. MacOdrum be added to the Library Committee and that members of the teaching staff should be added in due course when it became possible to use their services. With regard to 3. the President explained that it had not been an easy matter to hold faculty meetings, as all the teaching staff were busy in the daytime and all the evenings were taken up with teaching, but that he had held a faculty meeting at his home during each College term on Sunday afternoon, which were made semi-social occasions also by serving refreshments and indulging in discussion of College problems. In addition, he stated that in order to get together the members of the various educational directorates and the teachers in the Institute of Public Administration he had had a number of group dinners at the Rideau Club as the most satisfactory way of getting a complete discussion. On the whole this had worked out fairly satisfactorily.

It was unanimously agreed that the Financial Committee be authorized to provide the necessary funds to carry out suggestion number 3.

Dr. Tory reported that Dr. Robbins had made a gift to the Library of almost complete files of the following journals:

The Canadian Journal of Economics and Political Science
Culture, Revue Trimestrielle
University of Toronto Quarterly
Queens Quarterly.

The Board instructed the Secretary to write a letter of appreciation to Dr. Robbins for this gift.
A. Journalism.
The President submitted the material ready to be given to the press with regard to the course in Journalism. After some group discussion the material was approved. A copy of the material is attached as an appendix.

B. Engineering.
The President reported that he had had a conference with the faculty of Queen's University with regard to our putting on the course in first year Engineering. He stated that in the universities generally the first year course of Engineering was almost entirely a classroom course and was common to all the major departments of Engineering. He stated that there was a possibility that there would be very great overcrowding in the first year of the Engineering courses due to the men returning from overseas. Queen's University which normally took in 180 students in the first year were now making plans for 400. After some discussion with the faculty the President said the University had agreed to reserve places for 20 students taking the first year in Carleton College if the course were given. He stated that he had not yet been able to make completely satisfactory arrangements for giving the course but asked authority to proceed if he found it possible to do the work properly. This was agreed.

With regard to the fees in the Engineering, he stated that Queen's would expect us to fix a fee consistent with theirs. This was left for future consideration.

C. Senior Matriculation Courses.
The President stated that 57 had registered for the Senior Matriculation classes and that, for various reasons, the classes had reduced, leaving a class of 47; that while he had had some problems to solve in connection with the teaching in certain subjects the matters had been arranged and the teaching work was being effectively done. He asked authority to notify the War Services that
the College would be prepared to take the new classes in September and, if possible, again in January. This was agreed to.

ACCOMMODATION: With regard to accommodation for teaching, a definite solution has not yet been found, but Dr. Tory reported that the College was in communication with persons possibly able to make provision for such accommodation for work during the day as would be necessary over and above the accommodation provided by the Collegiate Institute Board. This would be reported upon later.

TREASURERS' REPORT:

The Treasurer reported that a meeting of the Financial Committee had been held this morning, May 31, at 11 o'clock, and the President had submitted an unaudited statement of affairs to date as follows:

Expenditures:

- Teachers' Salaries: $10,179.00
- Office Salaries: $5,010.02
- Permanent Equipment: $360.49
- Consumable Equipment: $74.08
- Textbooks: $2,210.54
- Printing & Office Supplies: $786.70
- Refunds: $1,482.50
- Petty Cash: $250.00
- Library: $443.04
- Telephone and Rent: $896.48
- General: $815.02

Total Expenditures: $22,507.87

Obligations:

- Desk: $50.00
- Adding Machine: $162.00
- Equipment, Chemistry and Physics Salaries: $1,126.67
- Rent: $48.00
- Library books on order: $200.00

Total Obligations: $2,586.67

Total Expenditures & Obligations: $25,094.54
Revenue:
Fees $22,339.30
Books 1,818.96
Donations 2,086.05

Possible Revenue:
Donations 1,500.00
Fees Payable 177.50
Books Payable 20.00

$26,244.31

Book Inventory as at May 31, 1945 -- $390.90

Comparative Fees:
1942-43 1943-44 1944-45
$14,600.50 $17,944.50 $20,856.80

177.50 (Fees Payable)
$21,034.30

After some discussion, on the motion of Mr. Southam and Mr. Jennings the statement was approved.

MEMBERSHIP FEES:
The President reported that a number of the members of the Association had not yet made their annual contribution but a letter signed by the Treasurer and himself had been sent out and no doubt, in due course, the returns would be forthcoming.

ANNUAL MEETING:
Plans for the annual meeting were discussed and it was decided, if possible, to have the final meeting of the Board and the annual meeting of the Association during the week of June 24.

CALENDARS:
The President also reported that the Calendars for the various departments of the College were well under way and he hoped to have them issued before the end of June.

SPECIAL CONVOCATION:
The President called attention to the fact that during the past year the College had not been able to hold its Fall Convocation, due to the fact that the College
was so short of office assistance that the work could not be undertaken by the staff, but that he proposed on October 24 of 1945 that the College should put on a Special Convocation. This was agreed to.

**STUDENTS' BANQUET:**

Dr. MacOdrum called attention to the Students' Banquet which is to be held in the Masonic Temple on June 12, 1945, and stated that the students would be glad if some members of the Board could attend. The price of the tickets was $1.00.

**ADJOURNMENT:** The meeting adjourned.

Signed [Signature]

[Stamp: Official Seal]