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

DATE: June 26, 1945.

PLACE: Chateau Laurier.

PRESENT: Dr. H. M. Tory, Dr. M. M. MacOdrum, Dr. W. C. Macartney, Mr. T. R. Montgomery, Mr. F. C. Jennings, Dr. J. E. Robbins, Dr. McGregor Easson, Mr. H. S. Southam, Col. C. M. Edwards, Mr. F.E. Bronson, Mr. C. C. Gibson.

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

NEW COURSES: (1) Journalism.

Dr. Tory reported that the bulletin for the course in Journalism had been printed and circulated and that approximately 30 inquiries had been made to date with regard to it, that the secretary of the Daily Newspapers Association of Canada had asked for 150 copies of the bulletin which had been forwarded, and that the Department of Veterans Affairs had asked for 15 copies to be used in discussing the matter with their supervisors, and that the Air Force officers had given wide circulation to the bulletin.
(2) First Year Engineering.

Arrangements for the teaching of the first year Applied Science and Engineering had been completed, as Queen's has agreed to accept our work, and McGill has also agreed subject to the President's satisfaction in the matter of the teaching of the Physics.

(Since the above, arrangements have been completed).

Our courses were also under consideration by the Department of Applied Science and Engineering for Toronto University.

(3) Fees for Engineering.

The President called attention to the fact that Queen's had raised the question of our putting fees at a lower rate than theirs. Their fees were $257.00 a year, of which $27.00 were for students' activities. He suggested that our fees should be not less than $200.00 and not more than $225.00. After discussion it was agreed unanimously that our fees for the course in Engineering be $225.00.

(4) Report on Veterans' Course.

The President reported that the group taking the Veterans' Course had made good progress and he felt sure that the examinations would show that the majority had made good on their Senior Matriculation standing.

(5) New Veterans' Course.

The President reported that a new Veterans' Course would start in September running through the year. This was agreed to unanimously.

NEW APPOINTMENTS: (a) Institute.

The President called attention to the number of new courses and the associated new teachers that were given in the printed bulletin of the
Institute of Public Administration. The bulletin was passed around and the actions taken in connection with it approved.

(b) College.

In the College the following changes had taken place:

Political Science -- Dr. A. G. Steinberg is taking Dr. Albert Rose's place.
French -- Dr. C. D. Rouillard is returning to Toronto University and Dr. A. J. Beneteau is taking his place. Also Mr. J. S. Patrick is taking the new French Conversation course.
Mathematics -- Mr. E. D. Hendry is retiring and Mr. J. G. Enns is joining the staff. Dr. G. de B. Robinson is also retiring.
Spanish -- Mr. S. Aquerone is going to Toronto University; Mr. T. B. Barclay is taking his place.

In addition, in order to meet the mathematics requirements of the Faculty of Applied Science, The President recommended the appointment of Mr. Lorne Richardson, M.A., M.Sc., at a salary of $2,700 a year or $300.00 a month for 9 months.

On motion of Mr. Southam and Dr. Macartney these appointments were confirmed.

CHANGE IN NAME OF EXTENSION DEPARTMENT: The President called attention to the fact that after consideration by himself and Dr. MacOdrum they had agreed to recommend that the Department of Extension be henceforth known as the Department of General Education, the purpose being to give a little broader outlook to the work of the Department. A number of courses would be offered during the coming year, of which the following had been arranged:

(a) Dr. Florence Dunlop -- Child Psychology.

(b) Public Speaking -- W. J. Hurlow.
(c) Audio-Visual Education -- Mr. M. P. Toombs.
(d) Journalism -- Dr. Douglas Leechman.

FINANCIAL STATEMENT: The financial statement for the year as prepared by the auditor was presented as follows:

<table>
<thead>
<tr>
<th>Estimated Statement</th>
<th>Exhibit A</th>
</tr>
</thead>
</table>

Revenue and Expenditure

Period from July 1, 1944, to June 20, 1945

Revenue

Operating Revenue

Fees Earned - Net $21,125.55
Sale of Books 2,367.40 $23,392.95

Sundry Revenue

Interest on Investments 150.00

$23,542.95

Expenditure

Operating Expenses

Teachers' Salaries $10,344.00
Office Salaries 5,475.02
Rent 988.00
Cost of books sold 2,251.61
Printing, stationery and office supplies 922.34
Payment to Students' Council 500.00
Customs and express 204.43
Postage 188.49
Advertising 116.90
Telephone and Telegraph 130.60
Provision for depreciation of Office and Teaching Equipment 128.90
General expenses 371.07 $21,621.36
Estimated Excess of Revenue over Expenditure for the period - Exhibit B $1,921.59
$23,542.95

Estimated Balance Sheet Exhibit B
as at June 20, 1945.

Assets

Current Assets:

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash on hand and in bank</td>
<td>$9,758.18</td>
</tr>
<tr>
<td>Accounts receivable</td>
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</tr>
<tr>
<td>Fees -</td>
<td>$107.00</td>
</tr>
<tr>
<td>Books -</td>
<td>$21.95</td>
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<tr>
<td>Inventory of books</td>
<td>$366.40</td>
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<tr>
<td></td>
<td>$10,253.53</td>
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Investments:

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<th>Description</th>
<th>Value</th>
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<tr>
<td>Dominion of Canada Bonds at cost</td>
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Fixed Assets:

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<th>Description</th>
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<tbody>
<tr>
<td>Office &amp; Teaching Equipment at cost</td>
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<td>Less: Reserve for depreciation</td>
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<td>College Library</td>
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<td>$1,267.68</td>
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<td>$1,839.68</td>
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<td></td>
<td>$17,150.33</td>
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Liabilities and Surplus

Current Liabilities

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<th>Description</th>
<th>Value</th>
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<tbody>
<tr>
<td>Accrued Wages</td>
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<tr>
<td>Accounts Payable</td>
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<tr>
<td></td>
<td>$1,153.01</td>
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</table>
Current Surplus

Balance July 1, 1944 3,365.54
Add: Estimated Excess of Revenue over Expenditure for period - Exhibit A 1,921.59 5,287.13

Contributed Surplus --
(Subscription Received)

Balance July 1, 1944 8,100.00
Add: Additions during year 2,610.19 10,710.19

$17,150.33

The President stated that this audit was up to June 30, carrying with it possible expenditures until June 30, but that certain teaching commitments for which the fees had already been collected would have to be carried into July and the actual position would be much less favourable. He also stated that the necessary equipment now being purchased for next year for the Department of Physics and Chemistry would also have to be paid out during the next year, as invoices had not yet arrived.

On motion of Mr. Connor and Mr. Southam the report was adopted.

ANNUAL MEETING:

The President called attention to the fact that the annual meeting of the Association had been called for June 27, at 5 o'clock in the Terrace Room of the Chateau Laurier, and as it required 15 members to form a quorum he hoped that the members of the Board would try to be present.

ACCOMMODATION: With regard to accommodation, the President stated that plans had not yet been quite completed but that he and Dr. MacLeod were having a conference next day with certain persons and that he felt sure that within 24 hours arrangements for temporary accommodation would be completed.
CALENDARS:  The President called attention to the fact that the two bulletins, that of the Department of Journalism and that of the Institute of Public Administration, had already been issued, of which samples were present, and that the calendar for 1945-46 was in the press and would be out before long.

ADJOURNMENT:  As there was no other business the meeting adjourned.