25th Board of Governors' Meeting  
September 3, 1946.

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

DATE: September 3, 1946
PLACE: Board Room, Ottawa Light Heat & Power Building
PRESENT: Dr. H.M. Tory, Dr. W.C. Macartney, Dr. John E. Robbins,  
Col. C.M. Edwards, Mr. W.D. McKewen, Mr. W.H. Connor, Mr. H.S.  
Southam, Mr. Fraser Elliott, Mr. E.J. Jenkins, Mr. K.A. Greene,  
Mr. F.W. White, and Mr. Frank Patten.

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

BUILDING: The President reported the successful culmination of the  
effort to obtain the Ottawa Ladies' College building. He  
stated that the report of the negotiations was already in the  
minutes of the Board and in the minutes of the Campaign Committee.  
The new major facts were that in June the Deputy Minister of  
Public Works, Mr. Murphy, had informed us that the building was  
not available before 1947, and it was perfectly clear that the  
possibility of securing it even at that date was indefinite.  
During his absence on holidays, the information was received  
that there was a possibility of obtaining the building and action  
was promptly taken and negotiations carried on by Mr. Southam.  
Mr. Southam briefly repeated what had taken place. He reported  
that through a member of the Department of Public Works the  
information had reached the members of the Board that if prompt  
action were taken and Mr. Howe were interviewed, it might be  
possible to have the matter opened up again. He had seen  
Mr. Howe and Mr. Howe at once expressed regret that he had not  
been interviewed in the matter earlier, but he would immediately  
take action. Shortly afterward, a communication was received  
from Mr. Berry, President of the Crown Assets Allocation Committee,  
which stated that the building might be made available to us and  
asked definitely whether the Board wished to make the purchase.  
He was informed that the College was prepared to purchase at  
once. On July 22nd, a letter was received from Mr. Rice, Assistant  
Director, Lands and Buildings Department, stating that the College
had been declared surplus and that they were awaiting reports from two independent estimates of value to enable them to negotiate the sale of the property. On August 15th, 1946, another letter was received from Mr. Rice saying that they were prepared to recommend the sale of the Glebe Barracks to the Board for $125,000. He also stated that in view of the fact that we were desirous of obtaining immediate possession of the building, if we would agree to sign the agreement of sale, and send a cheque for $125,000, they would instruct the custodian to give us possession of the building at once. Dr. MacOdrum had called Mr. Southam and he agreed to guarantee the money at the bank so as to make immediate payment. Later he was joined in this by Mr. Connor who took the joint responsibility with him in this matter. The President added that the necessary documents had gone through, had been signed by himself and Mr. Connor, and we had been given possession of the building although the final documents had not been returned from War Assets Corporation. Mr. Fraser Elliott moved and Mr. K.A. Greene seconded that we put on record our deep appreciation of the action of Mr. Southam and Mr. Connor in making the purchase possible. This was unanimously approved.

Dr. Tory then reported that certain changes would be necessary to meet our immediate needs and that he and Mr. Connor had gone over the building. The main changes were in connection with the two large rooms that can be fitted up for Physics and Chemistry Laboratories. Later Mr. Southam and Col. Edwards had also gone over the building and agreed that these changes did not lend themselves to a contract but that some competent responsible firm should be employed to do the work. The President stated that he had discovered that the plans of the building were in the hands of Messrs. Abra & Balharrie, and he had consulted with them and they had suggested calling in Mr. Hugh Graham of Alex Garvock, Contractors. In a discussion over the possibility of getting the work done in time for the present session, the President stated that he had asked Mr. Graham to go ahead under the direction of Mr. Balharrie and have the work done. The work is now underway. The action of the President was unanimously approved on motion of Dr. Macartney, seconded by Col. Edwards. The President also reported that with regard to equipment ordered last spring, it was now arriving, but that an order placed with James Davidsons & Co. for desks, which was to have been completed by the middle of August had not been started and was going to delay the setting-up of the laboratories.

The President further reported that in view of the fact that Laboratory accommodation could be set up in the new building to take the place of the Laboratory space secured from the Eastern Ontario Exhibition Association, he had notified them that we would
not require the space originally agreed upon, but that we would naturally assume responsibility for any costs that had been incurred. The matter was left with the President to complete whatever arrangements were necessary.

FINANCES: The Treasurer called attention to the fact that we had two bonds for $5,000 each which had been purchased and held in reserve, and that it would seem the proper thing now for these to be sold and the money applied to the purchase of the building. This was agreed to.

CAMPAIGN COMMITTEE: Consideration was given to the problem of the Campaign for Funds, and the steps taken to date. It was agreed that the facts in connection with the purchase of the building should be placed before the Campaign Committee for their consideration and report. This was on motion of Mr. Elliott and Mr. Connor. Some discussion took place with regard to the limitations of the present building for permanent purposes. The President stated that there was quite a large piece of land, which was part of the purchase, on which another building could be built and that we could look forward to development on this ground which would satisfy our requirements for a number of years. In the meantime, plans for the playing fields would have to be made elsewhere.

INSURANCE: The President stated that he had consulted the Treasurer with regard to insurance on the building and as no insurance had been carried by the Government, it was agreed to ask Mr. Greene to cover the building and look into the whole matter of insurance requirements. This had been done and the building covered. The Board gave its approval. Mr. Greene was asked to prepare a schedule of the coverages that he considered necessary, these to be finally approved.

CARETAKER: The President reported that the present caretaker, Mr. William Dempster, had been the caretaker before the Government took over the building and had been eminently satisfactory to the Board. He had continued during the Government occupation and they had reported him to be satisfactory in every way. He had been paid $123, and board and lodging. He occupied a small apartment in the basement. The President said he had consulted with him in regard to salary and would recommend to the Board that he be allowed to keep his apartment and that his salary be $125 a month. His work would be to look after the building generally, especially in connection with the management of the heating. The Board agreed to this.

CLEANING: The question then arose with regard to cleaning. It was suggested that it might be possible to make an arrangement with Mr. Dempster for a fixed amount, and leave the employment and payment of help to him. The President agreed to see if this could be done.
COAL: With regard to the purchase of coal, the President said that he had purchased a few tons in order to warm up the building, and raised the question as to the best way to make provision for the winter. It was referred to Dr. Tory, Mr. Patten, and Mr. Jenkins, to make arrangements for fuel.

STAFF APPOINTMENTS: The President recommended the appointment of Capt. J.W. Mayne on the permanent staff at a salary of $2,700. Capt. Mayne is a graduate of Dalhousie and has had a number of years teaching experience. He spent two years of graduate study at Princeton. Before going into the Army, he had an appointment with the Financial Department of the Government, but was anxious to take up teaching again. The appointment was approved by the Board.

The President stated that the appointment of Mr. R.B. Gamble who had assisted last year, would be on a part-time basis, but it might be necessary to put him on a full-time basis later, depending on the registration.

KHAKI COLLEGE: The President stated that he had an interview with Mr. G.E. Beamont regarding our sponsoring the printing of a report prepared on the Khaki College Overseas. He stated that a very careful history has been prepared by Mr. Beamont and the Government had been asked to publish it. After careful consideration, they had evidently decided not to do so. Mr. Beamont had raised the question whether, if a number of friends could be got to provide funds for the report, it could be printed under the auspices of Carleton College. This lead to the discussion of the question of giving some adequate mention of Khaki College No.1 as a part of the publication, the Board agreeing that if this were done, and the money could be raised without affecting the College finances, the College might very well sponsor the document.

ADJOURNMENT: As there was no further business, the meeting adjourned.