26th Board of Governors' Meeting
October 17th, 1946.

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

DATE:
October 17th, 1946.

PLACE:
Board Room, Ottawa Light, Heat and Power Building, Ottawa.

PRESENT:
Dr. H.M. Tory, Mr. C.C. Gibson, Mr. K.A. Greene, Mr. E.J. Jenkins,
Mr. F.C. Jennings, Mr. T.R. Montgomery, Mr. W.D. McKewen,
Mr. F.G. Patten, Dr. John E. Robbins and Mr. F.W. White.

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

EQUIPMENT AND BUILDING:
The President reported that substantial progress had been
made in making the changes in the building of which he had
reported at the last meeting but that it was very difficult
to keep the Contractor Employees at work, as apparently,
they had so many jobs on hand that it was being done in
a peace-meal manner. He stated that the partitions in
the Chemical Laboratory had been taken down but that the
plumbing had not yet been started. A number of the
particular Laboratory appliances which were being made by
James Davidson and Sons had, at last, reached us and were
ready to be put into place as soon as the plumbers could get
to work. A good deal of work had to be done in connection
with the lighting of the building and a number of
new fixtures were being put in to make the lighting adequate
for evening teaching. This was work under way. He had no
information regarding the actual cost as none of the jobs
had been completed.

INSURANCE:
The President submitted documents prepared by Mr. Greene
as recommended at the last meeting. After considerable
discussion of the matter, it was decided to refer the whole
problem of insurance to Dr. Tory, Mr. Patten and Mr. Greene,
for their consideration and recommendation. Mr. Greene
undertook, in the meantime, to reconsider the problem in
the light of the report and the discussion that had taken
place.
FUEL:
The President stated that, in order to be sure with regard to the quality of fuel to be purchased, he had asked two firms, Messrs. Ray and Argue and Companies to submit the prices and as there were considerable difference in both qualities and prices, he had submitted the matter to the Mines Branch for advice. He then read the submission made by Mr. Gilmour of the Mines Branch in the matter. After discussion, it was decided on motion of Mr. White and Mr. McKewon to accept the tender of F.W. Argue and Company, Limited, for the winter's requirements. A copy of the report made by Mr. Gilmore is recorded herewith as an appendix to the minutes.

APPOINTMENTS:
The President recommended the appointment of Mr. L. Richardson as Professor of Mathematics and Director of Science Studies for the College. Mr. Richardson is a graduate of Toronto University, having taken his post graduate work at McGill University. For a number of years, he was head of the Mathematical Department and Director of Studies at the Royal Military College at Kingston. The President recommended a salary of $5,000.00 a year. Salary as Professor, $4,500.00 with an addition of $500.00 as Director. The President stated this was the usual custom in the Universities and the salary was consistent with all other places. On motion of Mr. Patten and Mr. Jenkins, the payment was unanimously approved. With regard to sparetime instructors, the President stated that a number of those employed last year were continuing, the rate of salary being the same as before, namely $7.50 for a two hour evening period. Action of the President in this matter was also approved.

CARETAKING AND CLEANING:
The President regretted that due to the fact that at the last meeting of the Board, they had suggested that Mr. Dempster, who was employed as Caretaker, should be given a certain sum of money and made responsible for all work and from that sum, pay his own assistants, he had conferred with Mr. Dempster about it and that Dempster was unwilling to take that responsibility. As instruction at the College was going from 9 o'clock in the morning until 9:30 o'clock at night, with omissions for lunch and dinner, it was necessary that the cleaning be done after 9:30 o'clock at night and that he had arranged with Mr. Dempster, for a month, for assistants in cleaning, as a trial of the amount of work involved. This would give them definite information on which to make the final arrangements. The action of the President was approved.

AUDIT:
The President reported that the Auditor had not yet completed his audit of last year's accounts due to the fact that some classes which had started in April had to be continued on to the end of August and the salaries connected would have to be paid out of the fees collected before the end of the College year. He hoped that the Auditor would have the
audit ready for the next meeting of the Board. The President further reported that he had orders placed for equipment last spring which had not yet been filled and these items would also be charged against accounts for 1945 - 1946.

CAMPAIGN:

The President reported that a meeting of the sub-committee of the Campaign Committee had been held and the decision had been reached to begin the action of campaign the first of February, 1947. The Committee had not completed their plans and they are holding a second meeting on Tuesday, October 22nd, 1946, when he hoped a final decision regarding the nature of the campaign would be reached. He further stated that he was having a meeting of the full Campaign Committee on Thursday, October 24th, 1946, at 5 o'clock in the afternoon.

REGISTRATIONS:

The President reported that, to date, the registration was 1,260 but was incomplete. The regular day classes which were started this year for the first time were very encouraging indeed as there were 392 men and 32 women registered on full time basis. In the evening classes, 366 men and 322 women were registered. The registration being still incomplete. Of the 1,260, 800 are men and 460 women. The fact that only 32 women registered in the day classes, indicates that very few women from the War Services are seeking education and that the women had made arrangements for studies before it was known that we had a building in which to conduct day classes. The President expected that the registration would be approximately 1,400 when complete.

CONVOCATION:

It was called to the attention of the Board that the Autumn Convocation was to be held in the Glebe Collegiate Institute on the evening of Wednesday, October 23rd, 1946. The arrangements were to be similar to those of last year. There will be a musical programme which will be conducted by Mr. Myron McTavish who had given such satisfactory service on the previous occasion. His Excellency, Field Marshall the Right Honourable Viscount Alexander of Tunis, Governor General of Canada, had agreed to be present and will give a short address. A place will be found on the platform for the Choir, the Members of the Board of Governors and as many as possible of the teaching staff. The President expressed the hope that there would be a full attendance of the Board.

BOOKS FROM D.V.A.:

The President reported that he had received on accountable loan from the Department of Veteran's Affairs, 47 boxes of books that had been used in the Khaki University overseas.
A number of these books would be available for the Library and others would be available for loan or sale to students. He stated that the room selected for the Library and Reading Room in the building had been completely set up and would be open for use on Monday, October 21st, 1946. He stated that he had not yet secured a suitable Librarian but had secured the services of a Miss Willis, Librarian of the Mines Branch, to work certain evenings for the purpose of cataloguing the books.

RELIGIOUS EDUCATION: The President called attention to the fact that, in many Universities in Canada, including Queens, University, a course in Religious Education was given in either the first or second year as a regular course in the Faculty of Arts. Inquiry showed that in Victoria College, Toronto, and in University College, Toronto, the course had been attended with considerable success and the question had been asked whether such a course could not be given in Carleton College. He stated that the Reverend Dr. Bishop, who had been actively engaged in such work for some years and who is now retired and living in Ottawa had suggested that a trial course be put into effect this winter. The course not to be for credit for the time being. He suggested that the Board sanction action in this direction. His approval was given.