MINUTES
of the
THIRTY-FOURTH MEETING
of the
BOARD OF GOVERNORS
of the
OTTAWA ASSOCIATION FOR THE ADVANCEMENT OF LEARNING (INC.)
(Carleton College)

TIME: October 1, 1947, at 5:00 p.m.

PLACE: Faculty Room, Carleton College

PRESENT: Mr. H. S. Southam (Chairman), Mr. W. M. Connor, Mr. A. A. Crawley, Dr. McGregor Basson, Mr. E. J. Jenkins, Dr. H. L. Keenleyside, Dr. M. M. MacOdrum, Mr. A. E. MacRae, Mr. T. R. Montgomery, Mr. F. G. Patten, Dr. J. E. Robbins, Mr. F. W. White, Mr. Norman Wilson; Mr. E. F. Sheffield.

MINUTES: Minutes of the thirty-second and thirty-third meetings of the Board (held June 24, 1947) were approved.

NEW GOVERNOR: Mr. Arthur A. Crawley, Y.M.C.A. nominee as the fourth representative of the Y.M.C.A. on the Board, was elected to membership and welcomed.

TIME OF ANNUAL MEETING: Board approved the recommendation of its Executive Committee that By-law No. 9 be amended by substituting "September" for "June".

COLLEGE INCORPORATION AND ASSOCIATION MEMBERSHIP: Executive Committee submitted a report (copy attached) with recommendations regarding possible revision of the College "Charter" and the basis of membership in the Association.

Recommendations were:
(1) That incorporation of Carleton College be sought;
(2) That at the time the College is incorporated the Association be dissolved;
(3) That friends and supporters of the College be organized as a non-corporate body called "The Carleton College Associates" or "Friends of Carleton College" or by some similar name.

Recommendation (1) was approved; (2) was approved, subject to the approval of the Association; (3) was approved in principle, with the observation that there exists already a group called "The Carleton Associates" related to Carleton College, Northfield, Minnesota, and the request that the Executive Committee be more specific in its recommendation on this point.
REGISTRATION: Registration to September 30, 1947 was reported to have reached a total of 1,114 students—476 in the day classes and 638 in evening credit classes. It was noted that registration had not begun in the Department of General Education, and estimated that day registrations would reach 500, evening registrations in credit classes 700, and that there would be from 300 to 400 in the Department of General Education.

PORTRAIT OF THE LATE DR. TORY: Mr. Connor arranged for exhibition at the meeting of a portrait of the late Dr. H. M. Tory by Ernest Fosbery, P.R.C.A., which was available for purchase by the College at $1,500. On motion by Mr. White, seconded by Mr. Connor, purchase of the portrait was approved.

TORY ESTATE: Executive Committee reported that while the Guysborough property of the late Dr. Tory had been willed to the Guysborough Hospital Association, the contents of the house had not been specifically mentioned and might, therefore, be considered to be a part of the residual estate, thus becoming the property of Carleton College.

The Executive Committee's recommendation was that the College waive its claim to the contents of the house in favour of the Guysborough Hospital Association. This recommendation was approved.

AUDITOR'S REPORT 1946-47: Mr. Connor summarized the auditor's tentative report on current income and expenditure for the year ended June 30, 1947, showing the former as $95,268.29 and the latter as $91,355.40. He informed the Board that final reports and statements would be submitted by the auditor not later than October 15th.

ALLOCATION OF FUNDS: Executive Committee recommended that:

1. The capital surplus at June 30, 1946, amounting to $68,207 be allocated as follows: $3,500 to "Endowment Principal--Scholarships", $500 to "Endowment Principal--Unrestricted", and $64,207 to "Plant Funds".

2. The supplementary grant from the Department of Veterans' Affairs for the year 1946-47 be allocated to "Plant Funds".

Recommendations were approved.

BUDGET: Mr. Sheffield reported that an interim operating budget for the year 1947-48 would be available for the consideration of the Executive Committee by October 22nd.

FACULTY APPOINTMENTS AND SALARY ADJUSTMENTS: Executive Committee reported for confirmation the following faculty appointments and salary adjustments:

T. J. S. Cole, B.Sc. (London) as Demonstrator in Physics at $2100 for the nine months beginning September 1, 1947
Wilfrid Eggleston, as Professor and Director of the Department of Journalism, at $5500 per annum, effective Sept. 1, 1947

W. H. Ellis, B.A. (Queen's) as Demonstrator in Chemistry, at $2100 for the nine months beginning Sept. 1, 1947

Mercedes French, B.A. (Toronto) as Sessional Lecturer in Spanish, at $2400 for the nine months beginning Sept. 1, 1947

F. J. Turner, M.A. (Toronto) B.Com. (Toronto) as Assistant Professor of Commerce, at $4,000 per annum, effective Sept. 1, 1947.

P. V. Alexander, B.A., as Sessional Lecturer in English, with increase from $2,700 to $2,800 for nine months beginning Sept. 1, 1947.

A. M. Beattie, B.A., as Lecturer in English with increase from $3,000 to $3,400 per annum, effective Sept. 1, 1947.

F. P. T. MacKinnon, M.A. as Assistant Professor of Political Science with increase from $3,000 to $3,500 per annum, effective Sept. 1, 1947.

J. W. Mayne, B.Sc., M.A., M.Sc., as Lecturer in Mathematics, with increase from $2,750 to $3,000 per annum, effective Sept. 1, 1947.

On motion by Dr. MacOdrum, seconded by Dr. Easson these appointments and salary adjustments were confirmed.

OFFICE STAFF ADDITIONS AND SALARY ADJUSTMENTS:

Executive Committee reported for confirmation the following increase in Office salaries, effective July 1, 1947:

1. Miss A. O. Ambridge, President's Secretary, from $100 to $110 mo.
2. Miss K. E. Bowlby, Registrar, from $175 to $200 mo.
3. Miss E. M. Buckley, appointed Assistant Registrar with increase from $125 to $135 mo.
4. Mrs. E. I. Coupland, Librarian's Assistant, from $80 to $90 mo.
5. Miss M. E. Elliott, Stenographer in Bursar's Office, from $85 to $90 mo.
6. Mrs. E. M. Meikle, Bursar, from $150 to $160 mo.

And the addition of Miss Jean Blackburn as Bookkeeping Clerk, August 11, 1947, at $110 mo.

Moved by Dr. MacOdrum, seconded, and carried.

MAINTENANCE STAFF ADDITIONS AND SALARY ADJUSTMENTS:

Executive Committee reported for confirmation the following increases in maintenance staff salaries, effective Sept. 1, 1947:

W. Dempster, Caretaker, from $125 (plus apartment valued at $20 mo.) to $135 mo (plus apartment)
Mrs. W. Dempster, Cleaner, from $75 to $90 mo.
G. Durrant, Cleaner, from $100 to $110 mo.
R. H. Osborn, Fireman, from $125 to $130 mo.
And the addition of three cleaners:
R. J. Saumier, Sept. 8, 1947, at $100 mo.
A. Landriault, Sept. 8, 1947, at $100 mo.
Mrs. D. Sullivan, Sept. 9, 1947, at $90 mo.

Moved by Dr. MacDrum, seconded, and carried.

BUILDING AND ENDOVEMENT FUND:

Mr. Connor read the progress report of Mr. W. D. McKewen, Campaign Director, which showed total pledges to October 1, 1947, amounting to $358,418.84 plus $60,000 being the estimated value of the bequest of the late Dr. Tory—a total of $418,418.84. Of this total $236,595.27 had been paid by October 1, 1947.

Dr. MacDrum asked whether the campaign could be revitalized and the number of subscribers increased. His query was referred to the Executive Committee for consideration.

ALTERATIONS TO GLEBE BUILDING:

Mr. White, Chairman of the Building Committee, reported that the estimated cost of alterations to September 30, 1947, was $64,952.49, and that further costs (alterations $10,000 and architect's fee $4,500) would amount to an estimated $14,500, making a total of approximately $80,000. He reported also that information from the City Assessment Office received September 26, 1947, was that at that date the Glebe Campus was assessed at $112,100 (land $19,100, building $93,000).

NEW BUILDING:

Mr. White explained that the Building Committee had not yet been able to formulate a recommendation regarding the construction of new plant for the College and observed that even if the decision to build were reached immediately there is little likelihood that completion could be expected in time for fall classes in 1948. This matter will be given further study and recommendations will be made by the Executive Committee.

PROVINCIAL GRANT:

Dr. Keenleyside asked what steps had been taken to apply for a grant from the Ontario Government for support of the College, and was informed that Dr. MacDrum had made the acquaintance of the Premier with that in view, and that Dr. P. D. Ross had made tentative approaches to the Government on behalf of the College. Although there was some feeling that it might be wise for the College to become incorporated in its own name before making a formal request for a grant, Dr. Keenleyside urged that the Executive Committee prepare a case for submission within two to three months.
BOARD MEETINGS: Mr. Sheffield suggested regular meetings of the Board—on the first Wednesday of each month. After discussion, in which Mr. MacRae suggested that copies of minutes of Executive Committee meetings be distributed to all members of the Board, this proposal was tabled.

SCHOLARSHIPS: Dr. MacOdrum reported that, earlier in the day, the Rotary Club of Ottawa had announced its offer of the immediate award of $400 scholarships—one tenable only at Carleton College and three tenable at any one of the three local institutions of higher education: Carleton College, Ottawa University and St. Patrick's College.

He reported also that a student of the College has applied for a Rhodes Scholarship next year, and that Lord Elton of the Rhodes Trust had visited the College on the occasion of his visit to Ottawa in the past summer.

MOTIONS OF APPRECIATION: Dr. MacOdrum expressed his appreciation of the assistance of the Board and its Executive Committee throughout a trying summer. The Board returned the compliment to the President, the Administrative Officer and the College staff.

ADJOURNMENT: The meeting adjourned at 6:35 p.m.

for C. C. Gibson
Secretary.

H. S. Southam, Chairman.