MINUTES
of the
FORTY-NINETH MEETING
of the
BOARD OF GOVERNORS
of the

OTTAWA ASSOCIATION FOR THE ADVANCEMENT OF LEARNING
(Carleton College)

TIME: Thursday, June 9, 1949, at 5:00 p.m.

PLACE: Carleton College

PRESENT: Dr. H. S. Southam, Chairman, Mr. A. A. Crawley, Dr. McGregor Easson, Mr. E. J. Jenkins, Dr. M. M. MacOdrum, Mr. W. D. McKewen, Mr. T. R. Montgomery. Also present were Mr. E. F. Sheffield and Mr. F. J. Turner.

MINUTES: The minutes of the previous (48th) meeting were approved on a motion by Mr. McKewen, seconded by Dr. Easson.

REPORT OF THE EXECUTIVE COMMITTEE:

Library:

It was moved by Dr. Easson, seconded by Mr. Crawley that the Board approve in principle the expenditure of approximately $55,000 for the library building plus $10,000 for equipment and that the Executive Committee bring back to the Board, at a special summer meeting if necessary, detailed plans and tenders for the construction of the building. Carried.

Budget for 1949-50:

The budget for 1949-50 (with expenditures for Professional Fees amended from $5000 to $1500) was approved on a motion by Mr. McKewen, seconded by Mr. Jenkins.

Supplementary Funding of Retirement Plan:

The recommendation of the Executive that the cost of the supplementary Plan for the year 1948-49 be borne by the College was approved.

Vesting:

It was moved by Mr. Crawley, seconded by Mr. Montgomery that the vesting provisions of the Carleton College Retirement Plan be changed from "five years service" to "the completion of the academic year". Carried.
Athletics:

It was moved by Mr. Montgomery, seconded by Mr. Crawley, that the College absorb the Athletic Board deficit of $265.37 for the year 1948-49 and that the College grant to athletics for the year 1949-50 be $1,000 instead of $500. Carried.

Bank Overdraft:

It was moved by Dr. Basson, seconded by Mr. Jenkins, that the application to the College's bank (Bank of Nova Scotia, Fourth Avenue Branch) made by Mr. Turner for an overdraft up to $55,000 for the period June, July and August, 1949, be approved. Carried.

Mortgage:

The Board approved the action of the Executive Committee to explore the possibility of raising a mortgage on the College property.

Instructional Appointment:

The Board approved the appointment of Mr. S. G. Tackaberry as sessional instructor in the Engineering Department at $250 per month for the eight month period beginning September 1, 1949.

Administrative Salaries:

It was moved by Mr. McKewen, seconded by Mr. Montgomery, that the salaries of administrative personnel be adjusted as follows:

1) The President's salary be increased by $500 effective March 1, 1949
2) The Registrar's salary be increased by $150 effective June 1, 1949
3) The Bursar's salary be increased by $150 effective July 1, 1949.

Plant Fund Expenditures:

It was moved by Mr. Crawley, seconded by Mr. Jenkins, that the following Plant Fund Expenditures totaling $21,700 be approved:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment</td>
<td>$9,120</td>
</tr>
<tr>
<td>Books</td>
<td>$7,675</td>
</tr>
<tr>
<td>Periodicals and Films</td>
<td>$1,165</td>
</tr>
<tr>
<td>Furniture</td>
<td>$1,165</td>
</tr>
<tr>
<td>Alterations</td>
<td>$2,550</td>
</tr>
<tr>
<td>Room 401, drafting room lighting</td>
<td>$900</td>
</tr>
<tr>
<td>Room E-11, additional space for Physics department</td>
<td>550</td>
</tr>
<tr>
<td>Room 303, to equip as Biology preparation room</td>
<td>300</td>
</tr>
<tr>
<td>Room 106, sound proof ceiling</td>
<td>300</td>
</tr>
<tr>
<td>Room 110, sound proof ceiling</td>
<td>500</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$2,550</strong></td>
</tr>
</tbody>
</table>

Carried.
Staff Changes:

The following staff changes were approved:

**Employment**

Miss M. M. Milne, stenographic assistant in library, effective June 1, 1949, at $130.00 a month

**Resignation**

Mrs. E. Coupland, library assistant, effective April 30, 1949
Mrs. K. Bailey, cleaner, effective May 31, 1949
Mr. E. Cardinal, cleaner, effective May 31, 1949
Mr. J. M. Fairnie, cleaner, effective May 31, 1949
Mr. L. Gingras, cleaner, effective May 31, 1949
Mrs. A. Woods, cleaner, effective May 31, 1949.

**Tuition Fee Insurance:**

It was agreed that the College should continue to carry tuition fee insurance.

**FINAL REPORT ON REGISTRATION FOR YEAR 1948-49:**

This report presented by Mr. Sheffield was accepted as read.

**PUBLICATION OF MR. JUSTICE READ'S ADDRESS:**

It was agreed that the College should publish the address made by Mr. Justice John E. Read at the Convocation for conferring of degrees held May 31, 1949.

**ADJOURNMENT:**

The meeting adjourned at 6:30 p.m.

C. C. Gibson
Secretary

H. S. Southam
Chairman