MINUTES
of the
FIFTIETH MEETING
of the
BOARD OF GOVERNORS
of the
OTTAWA ASSOCIATION FOR THE ADVANCEMENT OF LEARNING
(Carleton College)

TIME:
Thursday, September 29, 1949, at 6 p.m.

PLACE:
Faculty Room, Carleton College.

PRESENT:
Dr. H. S. Southam, chairman, Mr. V. S. Castledine, Mr. A. A. Crawley, Dr. McGregor Easson, Col. C. M. Edwards, Mr. C. C. Gibson, Mr. E. J. Jenkins, Mr. F. C. Jennings, Dr. M. M. MacOdrum, Mr. W. D. McKewen. Also Mr. E. F. Sheffield and Mr. F. J. Turner.

MINUTES:
The minutes of the previous (49th) meeting were approved.

ELECTION OF OFFICERS:
It was moved by Dr. MacOdrum that the officers of the Board for the year 1949-50 be as follows: Chairman of the Board - Dr. H. S. Southam, Secretary - Mr. C. C. Gibson, Treasurer - Mr. W. D. McKewen, Members of the Executive Committee - Mr. W. D. McKewen, Mr. C. C. Gibson, Mr. W. S. Kidd, Mr. A. E. MacRae, Dr. J. E. Robbins, Mr. F. W. White, Mr. V. S. Castledine and Dr. M. M. MacOdrum. Carried.

LIBRARY:
Mr. McKewen for Dr. Robbins, reported progress in the planning of the Library building.

REPORT OF THE EXECUTIVE COMMITTEE:
Group Insurance Plan:
It was moved by Mr. McKewen, seconded by Mr. Jennings that the Group Insurance Plan recommended by the Executive Committee, a copy of which is attached, be approved;

Property Damage Insurance:
and that the $5,000 property damage coverage be continued;

Canteen:
and that the college operate the canteen;

Instructional Staff Salaries:
and that the salary of Mr. T. J. S. Cole, Demonstrator in Physics, be paid over the period June 1, 1949 to May 31, 1950 instead of the period September 1, 1949 to May 31, 1950.
Maintenance Staff Salaries:

and that the following salary increases for Maintenance Staff be approved:

- Dempster, W. from $145.00 to $155.00 a month plus apartment
- Dempster, E. " 100.00 to 110.00 "
- Osborn, R.H. " 140.00 to 155.00 "
- Landriault, A. " 110.00 to 120.00 "
- Cleaners, Men " 110.00 to 120.00 "
- Cleaners, Women " 90.00 to 95.00 "

Write Off of Fees Receivable:

and that the following fees receivable for the academic year 1947-48, totalling $363.33 be written off to the reserve for doubtful accounts:

Staff Changes:

and that the following additions to office and maintenance staff be approved:

- G. Byron, Office Assistant, effective August 15th, $85.00 per month
- C. Cardinal, Cleaner, effective September 1st, $120.00 per month
- J.M. Fairnie, Cleaner, effective September 1st, $120.00 per month
- E. Dorsett, Cleaner, effective September 1st, $120.00 per month
- Mrs. E. Campbell, Cleaner, effective September 1st, $95.00 per month
- Mrs. K. Bailey, Cleaner, effective July 1st, at $95.00 per month.

Instructional Staff:

and that the addition of the following members of the instructional staff be approved:

- W. I. Illman, Lecturer in Biology, at $3300 per annum
- J. A. Porter, Sessional Lecturer in Political Science at $2500 per annum
- W. J. McDougall, Assistant Professor of Accounting, at $4500 per annum.

UNESCO Journalism Fellowships:

and that the holders of two UNESCO Journalism Fellowships be allowed to sit in on occasional lectures without payment of fees.

Carried.
The Executive Committee reported the following for information:

Space:
It has been found possible to house all the College activities, including the C.O.I.C. contingent, in the College and Students' Union.

Tory Estate:
Trustees of the Tory Estate have asked Carleton College for approval of investment of a further sum of $10,000.

Death of Dr. Ross:
Dr. MacOdrum was asked to form a committee to draft a resolution for presentation to the Board of Governors on the loss suffered by the Board on the death of its Honorary Chairman.

Mortgage:
It has been found difficult to obtain an evaluation of property for mortgage purposes unless an application for mortgage is actually made. However, an approximation of its evaluation can be secured from the following formula: add 40% of the cost of repairs to 50% of the initial cost.

Bequest:
The College has been notified of the bequest of $200 by the late Mr. Townsend Garret Raynor.

Subsidy for Year Book:
A sum of $332.13 has been paid as the contribution of the College to the students' Year Book. A subsidy of up to $500 was authorized at the 43rd meeting of the Board of Governors.

Mr. Justice Read's Address:
The Convocation address of Mr. Justice John E. Read has been printed and is being distributed to contributors to the Building and Endowment Fund.

"At this the Annual Meeting of our Board, it seems to me fitting that tribute should be paid to the memory of the late Philip Dansken Ross, one of the original members of the Ottawa Association for the Advancement of Learning, and, from the beginning, the Honorary Chairman of the Board of Governors of Carleton College.

I would therefore move that this Board express its gratitude for the encouragement given by Dr. Ross to the formation of The Ottawa Association for the Advancement of Learning and to the establishment of Carleton College, and its appreciation also for Dr. Ross's years of office as first Honorary Chairman of this Board."
Mr. McKewen suggested that the personnel of the Executive Committee should rotate from year to year so that as many members of the Board as possible would become familiar with the details of the College operation. It was decided that this should be kept in mind by the nominating committee next year.

ADJOURNMENT: The meeting adjourned at 6:15 p.m.

C. C. Gibson
Secretary.

H. S. Southam
Chairman.