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

TIME: Thursday, November 23, 1950, at 5 p.m.
PLACE: Faculty Room, Carleton College.
PRESENT: Dr. H. S. Southam, Chairman, Mr. V. S. Castledine, Mr. J. E. Coyne, Mr. A. A. Crawley, Dr. McGregor Easson, Mr. H. R. T. Gill, Mr. F. C. Jennings, Mr. W. S. Kidd, Dr. M. M. MacOdrum, Mr. A. E. MacRae, and Mr. N. F. Wilson. Also present: Mr. C. H. Hulse, Mr. A. R. Maybee, Dr. E. F. Sheffield, and Mr. F. J. Turner.

WELCOME TO NEW BOARD MEMBERS: Dr. Southam on behalf of the Board welcomed the two new members, Mr. Coyne and Mr. Gill, to the Board.

APPRECIATION TO MR. HULSE: Dr. Southam on behalf of the Board thanked Mr. Hulse for accepting the position of Campaign Chairman and expressed his appreciation of the enthusiastic and intelligent way he was carrying out these duties.

MINUTES: The minutes of the previous (60th) meeting were adopted as read.

NATIONAL CONFERENCE OF CANADIAN UNIVERSITIES: Dr. MacOdrum reported progress.

REPORT OF THE EXECUTIVE COMMITTEE: The minutes of the 49th meeting of the Executive Committee were distributed with the notice of meeting.

Crest and Motto: The proposals of the Faculty and Mr. Thoreau MacDonald for a crest and motto for Carleton College were referred back to the Faculty Committee on Symbols and Ceremonial.

WAYS AND MEANS COMMITTEE: The Ways and Means Committee recommended that the name of the campaign be "The Carleton College Development Fund"; that the public campaign run from February 12 to March 10, 1951; that the objectives of the campaign be (a) to raise $511,000 in cash and pledges, (b) to educate
the public on the importance of Carleton College and its value to this community as the nation's capital, and (c) to establish a base for continuing support, particularly annual giving by corporations and graduates; and that the control of and responsibility for the campaign be turned over to the Management Committee under the chairmanship of Mr. C. H. Hulse.

These recommendations were approved.

Insurance on Students' Union:

The fire insurance policy on the Students' Union was increased by $5,000.

United States Government Supplementary Grant, 1946-47:

It was decided that the United States Government Supplementary Grant of $205.38 for the year 1946-47 be credited to Plant Funds.

Clerical Staff Changes:

The following clerical staff changes were approved:

Resigned:
Mrs. A. Thomson, effective October 19, 1950.
Mrs. W. E. Strong, effective November 9, 1950.

Employed:
Mrs. C. Floyer, typist at $110 a month, effective October 18, 1950.
Miss B. Jones, office assistant at $85 a month, effective November 1, 1950.

Transfer and Salary Increase:
Mrs. B. Sanford, office assistant at $85 a month, to clerk at $105 a month, effective November 1, 1950.

Maintenance Staff Changes:

The following maintenance staff changes were approved:

Resigned:
Mrs. C. Lackey, effective October 31, 1950.
Mr. F. Martin, effective October 31, 1950.

Employed:
Miss I. Albert, cleaner at $95 a month, effective Nov. 1, 1950.
Mr. F. Brown, cleaner at $120 a month, effective Nov. 1, 1950.

Additional Maintenance Staff:

Approval was given for the employment of two additional maintenance staff personnel as provided for in the 1950-51 budget.

Additional Clerical Staff:

Approval was given for the employment of a bookkeeper on the report by Mr. Turner that otherwise it would be impossible to control the canteen properly, and to continue the work on the equipment inventory (started last summer) until next summer.
Request for Increased Provincial Grant:

It was decided to leave the final drafting of the request for an increased grant with Dr. MacDrum.

It was moved by Mr. Kidd, seconded by Mr. Castledine, that the report of the Executive Committee be accepted. Carried.

Dr. MacDrum reported that he handed the letter requesting an increased provincial government grant to Dr. F. S. Rutherford, Deputy Minister of Education. He had an hour-long conference with Dr. Rutherford, Dr. J.G. Althouse, Director of Education, and Mr. H. H. Walker, accountant of the Department of Education, and reported that the atmosphere of the conference was friendly and favourable.

Mr. Hulse reported that most of the top organizational positions had been filled. Chairman of the seven divisions were: Corporation Gifts, Mr. E. H. Cabeldu; Special Gifts, Col. G. W. Cavey; University, Professor Wilfrid Eggleston; Valley Towns, Mr. D. B. Cruikshank; Public Information, Mr. A. L. Cawthorn-Page and Mr. W. E. Austin; Administration, Mr. V. S. Castledine; Personal Gifts, unnamed. The next major job of organization, he said, was the enlistment of about 500 workers.

Public information work completed or under way was listed as initial newspaper stories, the preliminary statement to be ready November 30, the major pamphlet to be ready December 31, and a series of four Town, Down and Government luncheons.

He reported the opening of campaign headquarters at 139½ Sparks Street and major work being done in the preparation of lists.

Mr. Hulse concluded his report by saying that he was greatly encouraged by the remarkable response that there had been to his requests for help.

Dr. Southam on behalf of the meeting thanked Mr. Hulse for his comprehensive report.

The statement of Current Income showed a total of $206,981 to October 31 as against a budget income of $273,295 for the full year. Mr. Turner expressed the belief that the budget income would be realized.

Current Expenditures to October 31 were $106,154, as against $369,753 for the year. With one-third of the financial year having past, expenditures were 30% of the budget for the year.

It was moved by Mr. Castledine, seconded by Mr. Jennings, that the Ottawa Association for the Advancement of Learning open a bank account in the Main Branch (Sparks Street) under the name of the Carleton College Development Fund, that this account be used exclusively for the payment of the expenses of the campaign, that the signing officers for this account be any two of Mr. V. S. Castledine, Mr. T. A. Boyles, and Mr. E. L. H. Burpee; and further that the Ottawa Association for the Advancement of Learning open a bank account in the Main Branch of the Bank of Nova Scotia to be used exclusively for the deposit of donations to the campaign, and that the signing officers for this account be the regular signing officers of the College, namely, any two of Dr. M. M. MacDrum, Mr. V. S. Castledine, Mr. C. C. Gibson, and Mr. W. S. Kidd. Carried.
Dr. MacOdrum reported that he had been invited and had attended the installation of Dr. A. B. B. Moore as president and vice-chancellor of Victoria University.

Dr. MacOdrum also reported that he had been invited to attend the installation of Andrew Stewart as president of the University of Alberta. Because of the time and money involved, he had felt compelled to decline the invitation but had asked Professor J. D. Campbell of the Accounting Department of the University of Alberta to represent Carleton College at the ceremonies. Professor Campbell had been a sessional lecturer in accounting at Carleton College in 1943-44.

**ADJOURNMENT:**

The meeting adjourned at 6.05 p.m.

C. C. Gibson

Secretary.

H. S. Southam

Chairman.