MINUTES

of the

SIXTY-SECOND MEETING

of the

BOARD OF GOVERNORS

of the

OTTAWA ASSOCIATION FOR THE ADVANCEMENT OF LEARNING

(Carleton College)

TIME: Thursday, February 8, 1951, at 5 p.m.

PLACE: Faculty Room, Carleton College.

PRESENT: Dr. H. S. Southam, Chairman, Mr. V. S. Castledine, Mr. J. E. Coyne, Dr. McGregor Eason, Mr. H. R. T. Gill, Mr. E. J. Jenkins, Mr. W. S. Kidd, Dr. W. C. Macartney, Dr. M. M. MacOdrum, Mr. A. E. MacRae, Mr. W. D. McKewen, and Mr. Allan Ross. Also present: Mr. C. H. Hulse, Mr. A. R. Maybee, Dr. E. F. Sheffield and Mr. F. J. Turner.

MINUTES: It was agreed that the minute on new bank accounts in the minutes of the 61st meeting be amended by the insertion of the words, "under the name of the Carleton College Development Fund deposit account", between "...open a bank account in the Main Branch of the Bank of Nova Scotia" and "to be used exclusively for the deposit of donations to the campaign..." The minutes of the previous (61st) meeting were adopted as amended.

NATIONAL CONFERENCE OF CANADIAN UNIVERSITIES:

Dr. MacOdrum reported progress.

CREST AND MOTTO:

Dr. MacOdrum reported that the recommendations of Faculty regarding a crest and motto for Carleton College were to be presented to the next meeting of the Executive Committee.

REPORT OF

The minutes of the 50th and 51st meetings of the Executive Committee were distributed with the notice of meeting. The following decisions were reported for confirmation:

Extension to Students' Union:

It was agreed that the College assume the cost of repairing the west wall of the old garage $488.00, and that the remainder of the cost of construction of the extension, $5,479.11, be borne by the Students' Council according to the original agreement.
Insurance for New Library Building:

It was agreed that the new library building and its contents be insured, and that the commission on the policy be given to Mr. F. H. Toller and Mr. M. G. Tucker in equal shares. The amount for which the building should be insured was discussed, but a decision was deferred.

Development Fund Staff Salaries:

Authority to employ and pay Development Fund staff was given to Mr. V. S. Castledine.

Clerical and Maintenance Staff Changes:

The following staff changes were approved:

Resignations
Mrs. B. Sanford, clerk at $105 a month, effective December 20, 1950.
Mr. F. Brown, cleaner at $120 a month, effective November 27, 1950.
Mrs. E. Scott, canteen helper at $20 a week, effective January 23, 1951.

Employment
Mrs. I. Alexander, bookkeeper at $125 a month, effective November 20 to December 31, 1950, then $130 a month.
Mr. G. Horton, cleaner at $120 a month, effective December 6, 1950.
Mrs. E. Scott, canteen helper at $20 a week, effective January 17, 1951.

Salary Changes
Mr. E. Dorsett, cleaner at $120 a month, promoted to fireman at $140 a month, effective January 1, 1951.

Canteen, effective January 23, 1951:
Mrs. Hudson from $39 to $41.50 a week,
Mrs. Kemp from $30 to $32.50 a week,
Mrs. LeClair from $18 to $20.50 a week,
Mrs. Swallow from $20 to $22.50 a week,
and the employment of the fifth person on a part-time basis, at about $10 a week.

Budget Committee:

It was decided that future financial reports should be presented first to a Budget Committee before consideration by the Executive Committee; the Budget Committee to consist of Mr. A. E. MacRae, Chairman, Mr. W. S. Kidd, and Dr. M. M. MacOdrum.

The Budget Committee reported to the 51st meeting of the Executive Committee that it had examined financial reports of College operations for the six-month period ending December 31, 1950. In this period there was a deficit of $30,000, and a deficit of about $35,000 was forecast for the second half of the year. The budget deficit for the full year was $96,188.
The canteen reported a net loss of $20.60 on its operations to January 15, 1951. At a comparable date last year the loss was $805.00.

The report of the Budget Committee was approved.

Interim Campaign Financial Report:

Mr. Castledine reported to both meetings that campaign expenditures were within the budget for the time elapsed.

Dow's Lake Property:

It was reported that the owners of the land adjacent to the College's Dow's Lake property had inquired whether the College was interested in joint sub-division and sale of lots. It was estimated that the College property would at current values realize between $60,000 and $100,000. Consideration of the proposal was deferred pending receipt of further information.

Administrative Salaries:

The following increases in administrative salaries were agreed upon:

Dr. M. M. MacDerm, $500 a year, effective March 1, 1950.
Dr. E. F. Sheffield, $200 a year, effective June 1, 1950.
Mr. F. J. Turner, $200 a year, effective July 1, 1950.

Campaign:

It was reported that the advance canvass was progressing, that $130,000 had been secured in cash and pledges, and that in the University division the students and faculty were already over their quotas.

Grant to Athletics:

It was agreed that the College grant to the Athletic Board for the year 1950-51 be $500 plus $110.57 made up as follows:

Athletic Board excess of income over expenditure, 1949-50, written off $423.54
Less Athletic Board excess of expenditure over income, 1948-49, written off $312.97
$110.57

Building Insurance Renewal:

It was agreed that the $100,000 building fire policy which expires February 2, 1951, be renewed, and that it be written by Mr. F. H. Toller and that a complete report on College insurance policies be presented to the next meeting of the Executive Committee.

Senator Paterson's Donation:

It was decided that the $25,000 donation by Senator Paterson be moved from current funds to campaign receipts.
Completion of Library:

It was agreed that a letter be written to the architect drawing attention to the slowness of the contractor in completing the building and pressing for a completion date.

Ottawa Ladies' College:

Negotiations between the Ottawa Ladies' College and Carleton College were reviewed. Mr. MacRae made it clear that any gifts of money by the Ottawa Ladies' College to Carleton College were to bear no relationship to the Carleton College Development Fund. Mr. Castledine was authorized to reply in these terms to an inquiry by Mr. A. Brakely of John Price Jones Company, Ltd.

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

INTERIM REPORT ON CAMPAIGN PROGRESS:

Mr. Hulse reported that the campaign organization was completed and that $151,000 had been raised in the advance canvas. Results in the Special Corporations and in the University Division were encouraging, but the initial Personal Gifts were not as high as had been hoped.

Arrangements had been made for a limited canvass within the Government and for canvasses among the employees of a number of firms in the district. Plans for the banquet were completed. Dr. Sidney E. Smith had consented to address the banquet and ticket sales were progressing satisfactorily.

The Chairman thanked Mr. Hulse for this report.

ATKINSON CHARITABLE FOUNDATION:

The receipt of $2,000 from the Atkinson Charitable Foundation for bursaries to Carleton students for the year 1951-52 was reported.

ADJOURNMENT: The meeting adjourned at 6.00 p.m.

C. C. Gibson,
Secretary.

H. S. Southam,
Chairman.