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

TIME:    Thursday, November 8, 1951, at 12:30 p.m.

PLACE:  Rideau Club, Ottawa

PRESENT: Dr. H. S. Southam, Chairman, Mr. V. S. Castledine, Mr. J. E. Coyne,
         Mr. A. A. Crawley, Dr. McGregor Easson, Col. C. M. Edwards, Mr.
         C. C. Gibson, Mr. H.R.T. Gill, Mr. F. C. Jennings, Mr. W. S. Kidd,
         Dr. W. C. Macartney, Mr. J. McCulley, Dr. M. M. MacOdrum, Mr. A. E.
         MacRae, Mr. Justice I. C. Rand. Also present: Dr. E. F. Sheffield
         and Mr. F. J. Turner.

WELCOME TO NEW MEMBER:
The Chairman welcomed Mr. McCulley to the Board of Governors.

MINUTES:
The minutes of the previous (66th) meeting were adopted as read.

REPORT OF THE AUDITORS:
Mr. Turner reported that the auditors had presented an unqualified report
and that the financial statements attached to this report agreed precisely
with the ones previously presented except for a few minor differences
in organization and titles. This report was approved.

REPORT OF THE EXECUTIVE COMMITTEE:
Reported for confirmation:

It was moved by Mr. Coyne and seconded by Mr. Castledine

Officers of the Board:

that the officers of the Board for the year 1951-52 be: Chairman,
Dr. H. S. Southam; Secretary, Mr. C. C. Gibson; Treasurer, Mr. V. S.
Castledine; Chairman of the Executive Committee, Mr. J. E. Coyne;
Signing Officers, Mr. J. E. Coyne, Dr. M. M. MacOdrum, Mr. C. C.
Gibson, Mr. V. S. Castledine, Mr. F. J. Turner (Restricted to $1,000);

Executive Committee:

that the membership of the Executive Committee for the year 1951-52 be:
Mr. J. E. Coyne, Chairman, Mr. V. S. Castledine, Mr. A. A. Crawley,
Mr. C. C. Gibson, Mr. W. S. Kidd, Dr. M. M. MacOdrum, Mr. A. E. MacRae;
Mr. C. H. Hulse;
Investment Committee:

that the Investment Committee for 1951-52 be: Mr. A. A. Crawley, Chairman, Mr. V. S. Castledine, Mr. H. R. T. Gill;

Finance Committee:

that the Finance Committee for 1951-52 be: Mr. A. E. MacRae, Chairman, Mr. J. E. Coyne, Mr. C. C. Gibson, Dr. M. M. MacOdrum;

Development Fund Committee:

that the Development Fund Committee for 1951-52 be: Mr. C. H. Hulse, Chairman, Mr. H. R. T. Gill, Mr. W. S. Kidd, Mr. R. B. McKibbin;

Staff Welfare Committee:

that the two Board members of this Committee for the year 1951-52 be: Dr. McGregor Eason, Mr. W. D. McKewen;

Report of the Investment Committee:

that the following actions of the Investment Committee be approved:

(a) the approval of the recommendation of the Ottawa Valley Trust Company for the purchase of $2,000 Province of Ontario Guaranteed H.E.P.C. 3 5/8% bonds, due May 1st, 1964-66, for the Endowment Fund at $100.125 and interest.

(b) the approval of the recommendation of the Ottawa Valley Trust Company for the purchase of a $500 Province of Ontario Guaranteed H.E.P.C. 3 5/8% bond, due May 1st, 1964-66, for the Endowment Fund, at $100.25 plus interest.

(c) the authorization of the purchase of $1,000 Great Lakes Power Corporation first mortgage Debentures at approximately $92 and a $500 Province of Ontario Guaranteed H.E.P.C. 3 5/8% bond, due May 1st, 1964-66 at $100.25 for the Retirement Fund.

(d) the approval of the recommendation of the Ottawa Valley Trust Company to lend on first mortgage $6,600 to Squadron Leader W. L. and Mrs. Hodgson at 5 7/8% for five years and $4,000 to Dr. A. M. Munn at 5 3/4% for five years.

(e) the authorization of the Ottawa Valley Trust Company to sell $10,700 of Dominion of Canada 3% bonds due May 1st, 1964-57 at $99.50 plus interest;

Installation of Block Heater Outlets:

that the installation of two block heaters be authorized;

Power of Attorney:

that Dr. M. M. MacOdrum and Mr. C. C. Gibson be authorized to sign the Power of Attorney that transfers the 170 Preference shares of Charles Ogilvy Limited from Carleton College to the Ottawa Valley Trust Company;
Maintenance and Canteen Staff;

that the following Maintenance and Canteen Staff changes be approved:

Employment of Mrs. Swallow at $22.50 a week on September 11, 1951, as Canteen Assistant.

Employment of Mrs. Birchall at $20.00 a week on September 11, 1951, as Canteen Assistant.

Employment of Mrs. Tapp at $120 a month on September 17, 1951, as Cleaner.

Employment of Mrs. Baxter reduced from $120 a month to $110 a month, effective September 18, 1951;

Fees Receivable Written Off;

that the write off of the following fees receivable on June 30th last be approved:

$120.00;

Budget Changes;

that the salary of Mr. E.A.O. Turnau, Lecturer in Biology, be increased from $2,200 to $2,500 a year, the money having been made available by a transfer from Biology equipment;

that the Library Books Budget for History and English be each reduced by $100 because of a gift of $200 from the Countess of Ashburnham Chapter of the Imperial Order Daughters of the Empire for the purchase of English and History books;

Athletic Board Deficit 1950-51:

that the College absorb the Athletic Board deficit for 1950-51 of $117.82, as the College in the past made contributions to the Athletic programme, but this not to be considered a precedent for the future;

Agencies for Sale of Articles Embodied College Crest:

that, on the recommendation of the Students' Council, an agency for the sale of articles embodying a cloth reproduction of the College crest be given to G. M. Myles Limited and an agency for the sale of jewellery articles embodying a metal reproduction of the College crest be given Henry Birks and Sons Limited, sales of these articles, cloth and jewellery, to be made only to those persons holding written authority from the Students' Council.

Parking Lot:

and that an allocation of $250 be made from Contingency Fund to cover the cost of improvements to the parking lot, including the seeding of the west half of the lot to grass. Carried.
Reported for information:

Proposed Gift of Mr. R. W. Hamilton:

It was reported that a counter proposal of bursary terms had been prepared for submission to Mr. Hamilton but that before this was presented the land was to be valued.

Dow's Lake Property:

It was reported that nothing further had been heard from Mr. C. W. Ross, who was acting on behalf of the Federal District Commission, regarding the offer to purchase the College's Dow's Lake property.

INSTALLATION OF THE PRINCIPAL OF QUEEN'S UNIVERSITY:

It was reported that Dr. MacOdrum had accepted an invitation to represent Carleton College at the installation of Dr. W. A. Mackintosh as the twelfth Principal of Queen's University.

SECRETARY OF THE NATIONAL CONFERENCE OF CANADIAN UNIVERSITIES:

Dr. MacOdrum reported that he had been informed that Dr. C. H. Stearn, Professor of Classics and Director of Extension at McMaster University, had been appointed the new Honorary Secretary of the National Conference of Canadian Universities, and that he had written to Dr. Stearn asking that the negotiations for the admission of Carleton College to the Conference be re-opened.

PLACE OF MEETINGS:

After a discussion of the advantages of the various times and places possible, it was decided that the meetings of the Board should alternate between the Rideau Club and the College with the meetings requiring the largest attendance being held at the Rideau Club. The Chairman of the Board and the Bursar were asked to draw up a schedule of meetings for the remainder of the year, in order to allow members of the Board to arrange appointments.

APPLICATION FOR MEMBERSHIP IN THE NATIONAL CONFERENCE OF CANADIAN UNIVERSITIES:

Dr. MacOdrum reported that he had discussed with Dr. Gilmour, President and Vice-Chancellor of McMaster University and President of the National Conference of Canadian Universities, Carleton's application for membership in the N.C.C.U. He was informed that while the Committee of the Presidents of Ontario Universities were of the unanimous opinion that there was a place for Carleton College among Canadian universities, nevertheless Carleton could not be admitted to the Conference until it had specific degree granting powers. It was moved by Mr. MacRae, seconded by Dr. McGregor Eason that the Chairman of the Board and the President be requested to explore the reception likely to be given to a new private bill to secure a charter and to a request for formal support from the National Conference for such a bill, and that they be empowered to act in these matters if circumstances warrant it. Carried.

INTERIM REPORT ON REGISTRATION:

Dr. Sheffield reported that last year registration of full-time day students was 461, that he had expected 460 this year but that actually there were only 428, that next year assuming the same number of new students as this year, the full-time day registration would be 395. Registration in the evening division was up 5% from last year. He also reported that he was analysing the records to determine the reasons for this decline in the registration of full-time day students. A report of this analysis would be presented as soon as it was ready.

ADJOURNMENT:

The meeting adjourned at 2:30 p.m.

C. C. Gibson,  
Secretary.

H. S. Southam,  
Chairman.