ST JOHN'S COLLEGE
ASSEMBLY

AGENDA
For the meeting of Wednesday April 21, 2004 @ 10:00 in Classroom 206

Special Quorum Required

1. Opening Prayer

2. Approval of the Agenda

3. Approval of the Minutes of January 22, 2004 (previously circulated)

4. Business Arising from the Minutes
   a) Annual Report – Change in Reporting Year
      Assembly/Executive MOTION: That annually, by January 30, Fellows give the Dean of Studies a summary of their significant accomplishments, activities, and honors and awards, (e.g., books and papers published, membership on University and College committees, community outreach, etc.) for the St John's College annual report.

5. New Business
   a) 2004/2005 Budget (attachment 1)
      Finance Committee MOTION: The Finance Committee proposes that Assembly authorize administration to spend in accordance with the principles of the previous budget until the 2004/05 budget is approved.

   b) Service Award (attachment 2)
      Assembly/Executive MOTION: That the terms of the Service Award be approved.

   c) The James F. Blount Memorial Bursary (attachment 3)
      Assembly/Executive MOTION: That the terms of the James F. Blount Memorial bursary be approved.

   d) The Chamber Orchestra at St John's College
      Assembly/Executive MOTION: That a formal invitation be given to the Chamber Orchestra at St John's College to continue to be housed at St John's College for the foreseeable future. The use of the space can be terminated by mutual agreement.

   e) Assembly Chair for 2004/2005
      Assembly/Executive MOTION: That D. Cooley be the nominated Chair of Assembly for the 2004/05 year, beginning May 15, 2004.

   f) SJC Archivist
      Assembly/Executive MOTION: That Assembly formally recognizes archival accession duties as part of the responsibility of the Development Officer.

   g) Honorary Degree Nominations (Closed Session, vote by secret ballot)

6. Reports from College Committees

7. Reports from College Officers

8. Any Other Business

9. Adjournment
Finance Committee Report

The Finance Committee wishes to delay proposing a budget to Assembly, while it awaits a decision by the Diocesan Council regarding Faculty of Theology funding.

MOTION: The Finance Committee proposes that Assembly authorize administration to spend in accordance with the principles of the previous budget until the 04-05 budget is approved.

[Signature]
St John's College
Service Award

An award to be granted intermittently to a graduate, Council member, or other friend of the College who is deemed to have made outstanding contributions to the College.

Rationale
The award is to honour those who have distinguished themselves as friends of St. John's College.

Criteria
The award shall be based upon the contribution that the friend has made to, or on behalf of, St John's College over a period of time. It is meant to:

- recognize and reward friends whose contributions are important,
- draw attention in the larger community to the academic and cultural life of the College,
- reward those who in one way or another have contributed to the collective life of the College

Frequency of the Award
Since an annual award might diminish its distinction and its credibility, and will distract from the recognition of Fellows, this will be an occasional award. No Service Award should be made in the year that a Fellow's Recognition Award is made. Further, no friend can receive more than one Award.

Timing of the Award
The award will be presented at St. John's College Convocation, so that friends' contributions to the College might be made known on an appropriate occasion. The presence of representatives from the College, the Church, the City, the University, and elsewhere, will help to make Convocation a fitting occasion.

Form of the Award
The Award is honorary: a public accolade and certificate will be given at Convocation.

Mechanics
The Honorary Degrees Committee of College Assembly shall consider suitable candidates and recommend no more than one name to Assembly for approval. The recipient will be suitably recognized in the Convocation ceremony and programme.

wgbaldwin April 13, 2004
THE JAMES F. BLEWETT MEMORIAL BURSARY
Draft Terms

**Background:** James Francis Blewett was born in Cornwall, England on May 4, 1937. He came to Winnipeg at age 17 and studied at St John's College, where he lived in residence and was Vice-Stick. He graduated in 1960 and married Margaret Elizabeth Fraser, another St John's resident. The Blewetts had three children. Jim's work as a teacher, school principal, in the Department of Education for the Northwest Territories, and regional manager of a human resources company took the family from Emerson, MB to the Northwest Territories to Halifax. He died on July 14, 2002. The award was established by his wife in loving memory and as a tribute to Jim who always strived to help people learn and better themselves whether in an educational setting or a work situation.

**Amount of endowment:** $2,338.50 (as of March 13, 2003).

**Amount to be awarded annually:** As per College policy. Mrs. Blewett plans to make a donation of $300 per year for the first three years of the award.

**Date of first award:**

**Criteria:** To be awarded based on the following criteria.
- The recipient must be registered as a St John's College member and full-time student in any year of studies.
- Must demonstrate financial need.
- Applicants must have demonstrated ongoing humanitarian qualities (for example, through volunteer work or community service) and a commitment to academics and to their school communities. Two reference letters in support of these points are required.
- Preference will be given to students who are enrolled in Education or who are majoring in Human Resources Management in the I. H. Asper School of Business.

**Application deadline:** September 30

**Process for selecting the recipient:** Applications shall be submitted to the Registrar by the deadline. The Scholarship Committee shall select a recipient and at least one alternate based on the above criteria. Recipients are not restricted from holding other awards.

The Scholarship Committee acts in Assembly's name with respect to final selection of recipients of individual scholarships, bursaries, awards, and prizes, and reports its actions at the following meeting of Assembly.

**Method of payment:** To be confirmed. The bursary shall be paid out in the fall, after the recipient has been selected. An appropriate announcement will be made at the College Convocation.

**Donor notification:** The name of the recipient shall be communicated to Mrs. Margaret Blewett, PO Box 88, Porters Lake, Nova Scotia B2E 1M1. A summary of the year's activity from April 1 to March 31 and a total of the funds in the endowment will be sent to Mrs Blewett annually. The recipient will be encouraged to write a thank-you letter to Mrs. Blewett.

March 25, 2004