ST JOHN'S COLLEGE
ASSEMBLY
AGENDA
For the meeting of Thursday, April 21, 2005
@ 10:00am in the Cross Common Room

Special Quorum Required
Regrets to Erin @ 474-8520 or erin_mcshee@umanitoba.ca

1. Opening Prayer

2. Approval of the Agenda

3. Approval of the Minutes of March 22, 2005 (circulated March 23, 2005)

4. Business Arising from the Minutes
   There was no new business arising from the minutes.

5. New Business
   a) Faculty of Theology Fee Increase (attachment 1)
      That the proposed Faculty of Theology Diploma 10% fee increase of $148.50/hr (credit), $72.00/hr (audit) be approved.

   b) Institute for Anglican Ministry Curriculum Licensing (attachment 2)
      That the licensing fee detail be approved as stated in the attached “Parish Team Formation Curriculum Licensing” document.

   c) 2005/2006 Budget (attachment 3)
      The budget summary is attached. The full version is available for viewing in the library, general office and faculty secretary's office.
      (i) Restoration of funds cut from the 2005-06 budget (not attachment to agenda)
      (ii) Honorary Degree Nominations (closed session, voted on by secret ballot)

   d) Assembly Chair for upcoming year

   e) Dean of Studies Term (attachment 4)
      That G. Baldwin be nominated as the Dean of Studies for a three-year term ending July 30/08.

   f) Ward Lecture Item (attachment 5)
      That the Marjorie Ward Lecture Terms of Reference be approved.

   g) Fellows' Recognition Award Terms (attachment 6)
      That the Fellows' Recognition Award terms be approved.

6. Reports from College Committees
   a) Scholarship Committee
      i) New and Revised Award terms (attachment 7)
      ii) James Frost Cross Award Nomination

7. Reports from College Officers
   a) Warden
   b) Dean of Studies
   c) Dean of Theology
   d) Bursar
   e) Chaplain & Dean of Residence
   f) Development Office - Regrets
   g) Librarian
   h) Registrar

8. Any Other Business
   a) Senior Slick

9. Adjournment
Faculty of Theology

Existing rates:

135/hr credit
65/hr audit

Proposed (10% increase):

148.50/hr credit
72/hr audit

Residential costs (Friday evening – Sunday morning): 94.32

Diploma Year One (incl. Res.): 3135.20 (existing)
3361.32 (proposed)

Diploma Year Two (incl. Res): 3220.20 (existing)
3509.82 (proposed)

Advanced Certificate: 2222.70 (proposed – no residential costs)

SJC membership (unchanged): 20.00
Diploma Application Fee (unchanged): 50.00
PARISH TEAM FORMATION CURRICULUM LICENSING
Effective date March 1, 2002

Diocesan contract

It is assumed that three or more groups within the diocese will be using the curriculum; otherwise it makes more sense for the IAM office to deal directly with the parishes concerned. Group membership may be from a single congregation or from a region, but should not be smaller than 5 or larger than 20 (10-15 is ideal).

A contract with the diocese should then cover instructor orientation, on-going support for instructors and curriculum development, and at least one meeting a year to review progress, evaluate materials, and share learnings. In the case of North Dakota, for example, a one-day meeting and on-going contact could reasonably be provided for $900 (Can) each year, including the Director’s time and travel costs. Additional meetings or training sessions could be arranged at analogous rates.

Beyond that, there would be a charge for the actual use of the curriculum, which is normally supplied in electronic format – printing and permitted copying would be the responsibility of the local mentor or group. The charge of $60 (Can) would be payable for each module used by each group. This does not include the recurrent, assignment of payment of instructors, which must be overseen by the diocese.

Similar provisions will apply, mutatis mutandis, to other diocesan jurisdictions seeking to use the curriculum under licence. In cases where material must be substantially rewritten (e.g., the module on American identity), this will be done in collaboration between IAM and the judiciary in question; the per-module fee will not apply for that module in that jurisdiction, but the rewritten module will become part of the IAM curriculum and available for use under licence elsewhere.

Parish contract

A parish or group of parishes may work directly with the Institute in order to make use of the curriculum. For use of the curriculum, the same $50 module charge will apply. An up front licensing fee of $200 will apply to cover the costs of on-going support, evaluation and review. For parishes at a some distance from Winnipeg, a licence is conditional on identifying qualified local personnel who can carry out evaluation, or payment of the Director’s travel costs. The licensing fee will be reduced to $50 for parishes within the diocese of Rupert’s Land.

The contract may also specify that IAM will provide institution in which case a fee of $105 per session replaces the per-module charge. $50 of this amount will be the instructor’s honorarium, and costs such as travel and supplies will be borne by the Institute. If the parish or group takes responsibility for providing instructors, it shall designate a person (usually, the mentor) to maintain contact with the Institute.
St John's College 2005-2006 Proposed Budget

The proposed budget for 2005-2006 is attached for your review. This upcoming year will present a number of challenges, but hopefully this budget addresses them and we will navigate our way through the obstacles. Here are some of the points of interest:

We learned this past Monday that enrollment numbers for the Intensive English Program are down fairly significantly from last year. This will have an impact on both Conferences and Food Services, with revenue down for both departments relative to this past year. Also, for Food Services specifically, the additional revenue earned from the Congress 2004 conference of last summer will not be realized this year. We are actively seeking business from other groups either on or off campus, and are hoping for a summer that is busier and more successful than the budgeted numbers may indicate. However, at this time we can only budget for events that we currently have scheduled – these include summer students, volleyball players through Volleyball Canada, Winnipeg Woodcarvers, students from a Math Camp, and of course the EP students that we do have.

Utility costs from the University have also increased significantly from the 04-05 budget, due to a combination of higher rates and a reassessment of the square footage used in the calculation to determine what we are billed. We can expect these same costs again in 05-06, and in fact it is likely we will experience an increase once again, although hopefully one that is more predictable. This year’s numbers have been increased by 6%.

To combat some of these cost increases and loss of revenue, some key expenses normally handled by the College side of the budget, that qualify as University activities have been transferred over to our U of M funds. These include Marjorie Ward Lecture expenses ($4,100), Scholarship costs ($800), and Promotional Literature ($5,280). We are able to accommodate these expenses in our University Budget because of reduced salary costs that resulted from two retirements and other staff changes, and also because we were able to move some of our telephone costs over to the home faculties of many of our Fellows.

The Residence Budget has been set at an anticipated occupancy level of 90 rooms plus 3 suites, which provide a cushion of 6 vacant rooms, although we will of course do what we can to have a full Residence. Also, you may note that the salary amounts budgeted for both the Residence and Chapel seem somewhat out of line from previous years. This is simply because the traditional allocation breakdown of 60% Residence and 40% Chapel has been adjusted to 70%-30% in an effort to more accurately represent the time put in by the Chaplain & Dean of Residence.

After meeting with the Diocese this past week, we are please to be able to include $69,509 of Hobson revenue in the Theology Budget. Pending approval by Diocesan Council, the Bishop has agreed that any anticipated shortfalls to the Theology Budget for the next 4 years will be covered by the Hobson Fund, and may include draws from the Hobson capital if necessary; but these disbursements from capital will be restricted to an aggregate total of $30,000. This will serve to adequately fund the program while it attempts to establish itself, but also preserve the long term earning power of the fund.

Whereas in years past one third of the Hobson Revenue was allocated to Academic Programs, this is no longer the case and the Academic budget has accordingly had to make some adjustments. The “Year Abroad Scholarship” ($2,000), and the “Travel Fellowship” ($500), both awarded from operational funds, will not be made available this year.

Despite the numerous cost cutting measures included in this budget, some additional items needed to be removed in order to meet the parameters set by College Council to “present a balanced budget excluding Theology and the Capital Campaign”. $8,000 was cut from the Development Budget for the In Lumine, which represents one issue. The Warden and I would respectfully request that should revenues increase during the course of the year enough to outrun the inevitable additional costs of staffing (for increased Conference business, as an example), that those additional revenues be used to restore the previous level of funding for the In Lumine instead of being used to build a surplus.

Respectfully submitted by the Bursar, April 7, 2005

Ivan P. Froese, Bursar & Executive Assistant to the Warden
<table>
<thead>
<tr>
<th>EXPENDITURES</th>
<th>2004-05 Budget</th>
<th>2004-05 Projection as of March/05</th>
<th>05-06 Budget Proposed</th>
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| TOTAL EXPEND. (Ex. Theol.)         | **1,550,304**  | **1,587,391**                    | **1,607,475**         |
| TOTAL EXP (ex. Theol.&Cap.C)       | **1,578,304**  | **1,573,791**                    | **1,601,375**         |

**SOURCES**

**Previous Year Trust Revenue**

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**Current Sources**

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**" (ex. Theol.&Cap.C)**

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**Accum. Op. Surplus**

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Marjorie Ward Lecture – Terms of Reference

St John’s College

Marjorie Ward Lecture

established 1980, on the retirement of Marjorie (Webster) Ward

Background:

Marjorie Webster was born (1920) and raised in Winnipeg, and educated in local schools and business college.

From 1941-46, she was employed as a civilian clerk with the R.C.A.F. From 1946-48, she served as secretary to the Superintendent of the Indian and Eskimo Residential School Commission, first in Winnipeg and then in Ottawa. Returning to Winnipeg, she was first private secretary to the Sales and Merchandising Manager of the Winnipeg Electric Company, before joining St John’s College in 1951.

From 1951 until her retirement in 1980, she served as Registrar of the College, Secretary to the Warden and to St John’s College Council. As Warden Emeritus Laurence F. Wilmot said, “she was, in fact, in charge of all the College operations”. From her time at the College, when it was still on Broadway, until her retirement from the College on the campus of the University of Manitoba, she assisted hundreds of confused (and unhappy) students to find and to register in the courses they required, while keeping the College smoothly running. Many have returned over the years to express their gratitude for her help. Equally, she was a friend and a constant help to College Fellows, both new and old. In 1976, St John’s College made Marjorie an Honorary Fellow of the College. She retired in 1980 and moved to Kelowna, BC, where she worked for five years as the first Admissions Officer at Okanagan College (now Okanagan University College). In her retirement, Marjorie has maintained her interest in the College, frequently returning to Winnipeg to attend Lectures and other College events.

During her life in Winnipeg, Marjorie was an active member of St Luke’s Church for 30 years, singing in the choir. She was a member of the Philharmonic Choir for 15 years, serving as its secretary and treasurer. She married John E. Ward in 1966; he passed away in 1995.

College Assembly established the Marjorie Ward Lecture in her honour in 1980 (and the first Lecture delivered by Dr. W.S.F. (Bill) Pickering in November 1981).
Terms of Reference
Under normal circumstances, the Marjorie Ward Lecturer
• shall be a prominent Canadian outside St John's College
• be an expert in, or have an interest in, Canada, with preference given to western Canada
• be active in the field of Canadian Studies, which is interpreted to mean the arts, including creative writing, music, film and architecture; history; aboriginal peoples; politics and public policy; economics; geography and environmental issues, religion and sociology of Canada.
• shall select the topic and title of the Lecture, though the committee may wish to suggest an area
• will not be an active politician, (i.e., not a current mayor, councilor, MLA or MP)
The committee will seek to rotate the speakers and their topics among the various fields mentioned above.

Award:
The Lecturer will be offered an honorarium ($1,000 in 2004-5), and, as required, travel expenses (including return air fare and accommodation, meals, etc. for the duration of the stay in Winnipeg).

The Lecture will be preceded by a dinner and followed by a reception in the College for the Lecturer and audience. Fellows and their guests will be billed for the dinner at the advertised rates.

Draft approved by SJC Visiting Speaker/Canadian Studies/Marjorie Ward Lecture Committee
Committee March 15, 2005 and endorsed by Assembly Executive April 7, 2005.
St John's College

Fellows' Recognition Award

An award to be granted intermittently, in honour of a Fellow deemed to have made outstanding contributions to the academic, cultural, and collegial life of the College.

Rationale
The award is to honour academic Fellows who have distinguished themselves as members of St. John's College. It is meant to:
- recognize and reward accomplished Fellows,
- draw attention in the larger community to the academic and cultural life of the College,
- make the College more attractive to its present members (including its staff and students) and to others,
- reward those who in one way or another have contributed to the collective life of the College.

Criteria
The award shall be based upon the contribution that the Fellow has made to, or on behalf of, St John's College over a period of time. The academic attributes to be considered in determining the award shall include:
- service, which includes participation in College, faculty, department and University committees; counseling students; service in professional societies; community service,
- research, scholarly work, and other creative activity, which include publication of books, monographs, and contributions to edited books, published papers, papers delivered at professional meetings; participation in panels; editorial and refereeing duties; creative works and performances,
- teaching, which includes supervision of honours and graduate students; participation in University and College seminars and colloquia.

Service, both to the College and in the broadest sense on behalf of the College, bears the greater weight since it is in this area that Fellows contribute more identifiably to the College than to their other constituencies. Such a weighting amends oversights within academic units, where contributions to the College tend to be less credited than perhaps they should be. More positively, consideration of service to the College, or on behalf of the College, sees that the College honours those who serve or whose work redounds upon the College.

Frequency of the Award
Given the small number of Fellows and the concern that an annual award might diminish its distinction and its credibility, this is an occasional award. Normally, it will be awarded i) no more often than once every three (3) years, and ii) no less often than every five (5) years. Further, the same Fellow cannot receive the award consecutively.
Timing of the Award
The award is to be presented at St. John's College Convocation, so that Fellows' 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, make Convocation a fitting occasion. It goes without saying that any presentation will be brief and dignified.

Form of the Award
The Award is a suitable certificate and a College pin (or other appropriate insignia) presented to the Fellow, together with the public accolade at Convocation. The Fellow's name is inscribed on a plaque hung prominently in the College.

Mechanics
Annually, Assembly will constitute a Fellows' Recognition Award Committee (the Committee) consisting of:
- the Warden
- the Dean of Studies
- three (3) members of Assembly, one (1) of the three to be a student
- one (1) member from the larger community (name to be supplied by Assembly Executive)

In years in which the award will normally be given, the Committee will, in conjunction with the Committee for Honorary Degrees, seek nominations until the first Friday of second term. In addition, the Committee may select a candidate through its own process of identification.

Current officers of the College (Warden, Dean of Studies, Dean of Theology, Chair of Assembly, Director of the Institute for Anglican Ministry) and members of the Committee shall not be eligible for the award.

The committee will select one (1) recipient according to the criteria outlined above, no later than the last day of March, and make its decision known to Assembly. The Honorary Degree Committee will be notified that a Fellow's Recognition Award is to be made.

DRAFT approved by Fellows' Recognition Award Committee 10 March 2005 and endorsed by Assembly Executive April 7, 2005
At its meeting on February 1st, the Scholarship Committee carried the following motions to make minor revisions to the terms of three awards, and to accept the draft terms of one new award, subject to Assembly’s approval. The motions are presented below for Assembly’s consideration. I have attached copies of the award terms (bold italics indicate text added to the original terms, while text crossed-out indicates that it is to be removed).

1. Revisions to the terms of The Jean and Fred Bancroft Prize (attachment #1)

   **Background:** At the Sept. 22, 2004 meeting, the committee approved Dr. McLean’s proposal that the donor be asked if he was willing to expand the criteria to include Religion students, with preference to be given to Religion students. The reason was that the prize could not be awarded in 2004 (the first year it was offered) because no Religion students were eligible. The Secretary contacted the donor, and Dr. Bancroft agreed to the proposal.

   **MOTION:** That, subject to Assembly’s approval, the following point be added at the end of the Criteria for the Jean and Fred Bancroft Prize: “If no student meets these criteria, the Scholarship Committee will consider full-time students of the College’s Faculty of Theology, who have a minimum cumulative GPA of 3.0 and who are continuing in the Faculty.”

2. Revisions to the terms of The Cassap Prize (attachment #2)

   **Background:** At the Sept. 22, 2004 meeting, the Committee discussed an unclear point in the terms of the Cassap Prize. The prize is awarded for the highest grade in SPH 101 American History. While the criteria does not require the recipient to re-register the following year, the method of payment is to apply the award to the student’s or her tuition fees the following year. Either (a) the criteria should be revised and a point added requiring re-registration the following year, or (b) an alternate method of payment should be given for students who do not return. Before making a decision, the Committee referred to Theology Faculty Council the question of whether a graduating student might take this course in his or her final year. The Dean responded that students in the program would normally take the course in first year.

   **MOTION:** That, subject to Assembly’s approval, the first sentence under “Method of Payment” for the Cassap Prize be revised to read “If the award-winner is a returning student, the award will be applied to the recipient’s Faculty of Theology tuition fees.”

3. Revisions to the terms of The Murdith McLean Scholarship (attachment #3)

   **Postponed from the Oct. 19, 2004 meeting:** P. Lampano asked the Committee to consider assigning a rank to two major items of the criteria, “academic achievement” and “contribution to Residence life.”

   **Amendments:**
   - Under “Background”: “The scholarship is to reward a returning Residency student who combines strong academic performance with significant contributions to the life of Residence with a strong academic performance.”
   - Under “Criteria”: “best combines academic achievement with contributions to Residence life with academic achievement.”

   **MOTION:** To accept the amendments above, subject to Assembly’s approval.

4. Approval of the draft terms of the Uganda Bursary (attachment #4)

   **MOTION:** To approve the draft terms as amended and send them to Assembly.
THE JEAN & FRED BANCROFT PRIZE

Terms of Reference

Background: Jean and Fred Bancroft were devoted Anglicans in Winnipeg from 1942 until their deaths in 2000 and 1989 respectively, and both were extremely active at St. Aidan’s Anglican Church in River Heights for decades. For example, Jean was a leader of the Junior’s for many years, sang in the choir, and even played the organ for many services; while Fred was Treasurer for decades, and People’s and Rector’s warden. They also both believed passionately in the importance of education, and they always thought that it was critical to acknowledge and reward high achievement. Michael Bancroft, and his wife Joan, are thus very pleased to fund an award to a St John’s College member for high academic achievement in a Religion program in memory of Jean and Fred. Approved by Assembly Oct. 21, 2003.

Initial Endowment: $6000 (received June 2003)

Date of First Award: 2004

Amount to be awarded annually: One award as per College policy.

Criteria:
To be awarded to the student with the highest cumulative grade point average who:
- is registered as a St John’s College member;
- is enrolled as a full-time undergraduate student at the University of Manitoba;
- is majoring in Religion (in a general, advanced, or honours program);
- is continuing in a program of Religion at the undergraduate or graduate level at the University of Manitoba as a member of St John’s College in the year the award is made;
- has a minimum cumulative GPA of 3.0.

If no student meets these criteria, the Scholarship Committee will consider full-time students of the College’s Faculty of Theology who have a minimum cumulative GPA of 3.0 and who are continuing in the Faculty.

Deadline date: N/A – Automatic.

Process for selecting recipient: The Registrar will review the records of St John’s College members majoring in Religion and will select suitable candidates based on the above criteria. Scholarship Committee shall select one recipient and one alternate based on the above criteria. If recipients are selected prior to the beginning of the fall term, their continued enrollment must be confirmed before the selection is final.

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: The award will be presented at the College Convocation in November.

Donor Notification: The donor, Michael Bancroft, will be notified of the recipient. The recipient will be encouraged to send a thank-you letter c/o the College.
THE CASSAP PRIZE
Terms of Reference

Background: The Rev. William Henry Cassap received his B.A. from St John's College in 1900. He was made a Deacon in the same year, priested in 1901. He served as curate of St Matthew, Brandon from 1900 to '02, then as incumbent of MacGregor, MB from 1902 to '05 (Anglican Centre archives have no further records for him). Cassap established two awards at St John's College in his will: The Cassap Exhibition Fund ("A prize to a Theological student of St John's College for general proficiency," Trust Deed dated April 30, 1937) and The Cassap Prize Fund ("The interest of which when invested is to be devoted to the purchase of a book as a prize to the student who in the judgement of the Warden... shall have gained the highest place in the annual examination of the College for Church history," Declaration of Trust dated August 1946). The two awards seem to have been amalgamated in 1993 and called the Cassap Exhibition Prize. Revisions approved by Assembly January 22, 2004.

Amount of Endowment: Cassap Exhibition Fund: $500 (according to Trust Deed dated April 1937). Cassap Prize Fund: $100 (according to Declaration of Trust dated August 1946). The terms in the scholarship trust information binder gives the amount of capital in the prize fund as $369 (undated). $1390 as of April 1, 2003.

Amount to be awarded annually: As per College policy. In the event that the selection committee determines there to be a tie, the award may be split. Note: the combined value of the awards made by the College to the recipient shall not exceed the cost of the recipient's tuition fees at the Faculty of Theology for the year in which the awards are held.

Date of First Award: Unknown

Criteria: For the student registered in the Diploma in Applied Theology who receives the highest grade in STJ100 Anglican History.

Application Deadline: N/A (automatic).

Process for Selecting Recipient: Faculty of Theology Council will consider candidates and submit its nomination to the Scholarship Committee for approval.

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

Method of Payment: If the award-winner is a returning student, the award will be applied to the recipient's Faculty of Theology tuition fees. An appropriate announcement will be made at the College Convocation. The award will be noted on the recipient’s transcript.

Donor Notification: N/A

MURDITH McLEAN SCHOLARSHIP

Background:
This scholarship was established to honour Murdith McLean, on his retirement as Warden of St John's College after 17 years (from 1980-1997). Murdith is a College graduate of 1963 and was awarded a Doctor of Divinity by St John's in 1999. He retired from teaching in the Department of Philosophy in 2003. Murdith's daughter Alison and son John are both graduates of St John's College. The scholarship is to reward a returning Residence student who combines a strong academic performance with significant contributions to the life of Residence with a strong academic performance. Approved by Assembly February 21, 2000. Minor revisions approved by Assembly January 22, 2004.

Amount of Endowment: $5000 +

Amount to be awarded annually: One award as per College policy.

Date of the first award: Fall, 2000

Criteria:
Individuals may apply, or be nominated, using a form outlining their involvement in Residence life as well as their academic interest and performance from their time of enrollment at the University of Manitoba.

The Murdith McLean Scholarship will be awarded based on the following criteria. The candidate:
- is entering the second or later year as a Residence student of St John's College this fall;
- is registered as a St John's College Member;
- is registered as a full-time student (minimum 18 credit hours) at the University of Manitoba,
- has a cumulative average of at least a B (3.0 GPA);
- must provide a current transcript;
- best combines academic achievement with contributions to Residence life with academic achievement.

Deadline Date: April 1

Process for selecting recipient:
The scholarship will be advertised in the College and Residence after Spring Break. Applications/nominations are to be directed to the Dean of Residence. The Dean of Residence in consultation with the Residence Dons and Co- Presidents, based on the above criteria, will nominate one candidate and two ranked alternates to the Scholarship Committee for approval. At that time the Dean of Residence will also pass on all of the applications/nominations to the Scholarship Committee. The scholarship need not be awarded if, in the opinion of the Dean of Residence or the Scholarship Committee, there is no suitable applicant/nominee.

The recipient is not restricted from holding other awards, scholarships or bursaries.

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:
Upon registration in St John's College residence and confirmation of College membership and status as a full time student, the scholarship amount will be credited to the award winner's second term residence fees. In the event that the winner does not return to Residence, the award will be offered to alternates in the order of their ranking.

Donor notification:
The Rev Canon Dr. Murdith McLean, D.D. shall be notified in writing when the recipient is selected and the recipient will be encouraged to write a letter of thanks. An update on the financial status of the award shall be made annually to Dr. McLean by June 30.

January 22, 2004
THE UGANDA BURSARY
Draft Terms – February 2, 2005

Background: Mary and Pat Lee spent several years in Uganda and both are Johnians. They have created this award to assist qualified persons to respond to requests from educators or administrators in Uganda for assistance in further developing their educational institutions and programmes. A strong relationship exists between the Anglican Church of Uganda and the Anglican Diocese of Rupert’s Land.

Purpose: To assist qualified persons to travel to Uganda to assist in further developing that country’s educational institutions and programmes.


Criteria: Must be a St John’s College member in Theology or in graduate work in Education. If no current College member applies, must be a graduate of St John’s College.

Must have a confirmed position in an educational institution in Uganda.

Must have three years work experience.

Preference will be given to applicants who are qualified teachers.

Financial need will be considered

Materials to include: A letter of confirmation of acceptance from an official at an educational institution in Uganda.

A letter of application, minimum 500 words and maximum 1500 words, explaining why the proposed project is worthwhile.

Three letters of reference from non-related persons. The letters should indicate how the applicant demonstrates maturity in approaches to educational situations.

Applicants should include an expense sheet outlining (proposed) travel costs, accommodations, expenses, etc.

Method of Payment: Funds will be made available to the successful applicant on confirmation of travel costs or other expenses. (In the event of cancellation, it is expected that College funds will be returned to the College.) A follow up report on the results of the project must be sent from the successful applicant to the College within three months of their return.

Application date: By April 1.

Notification: The College will notify both the successful applicant and also the Lees. A letter from the successful applicant should also be written to the Lees or a family member.

Special note: This award will be reviewed every three years to ensure that it continues to be relevant and to determine if the terms need to be revised.
Supplement to the College Assembly Agenda for its April 21, 2005 meeting

Item 5c) i  Restoration of Funds cut for the 05-06 Budget

As part of the budget recommendation made by the Finance Committee, and as outlined in the written budget summary included with the Agenda, the following motion was made.

Finance Committee MOTION: The Finance Committee recommends that should revenues increase during the course of the year enough to outrun the inevitable additional costs of staffing (for increased Conference business, as an example), those additional revenues be used to restore the previous level of funding for the In Lumine.

Also, the Development Officer submitted some background information regarding the In Lumine (attached).
In Lumine support

The Masthead of the In Lumine includes a Mission for the newsletter:
To share information, stimulate discussion and foster happy memories about St John’s College and, in so doing, continue to build community through the forging and improving of relationships with the College.

Much of what In Lumine accomplishes is difficult to measure. There is a lot of anecdotal evidence of those who enjoy the publication, submit information and news to it, or send us changes of address in order to make sure that they continue to receive it. We get feedback from households who have heated discussions about who gets to read it first and that many of our readers read it cover to cover.

Part of the mission indicates our desire to improve relationships of the College with our reader and vice-versa. Certainly a strong relationship is the essence of working with alumni and is also the basis for any future fundraising for the College. We know that the number of expected future gifts (‘expectancies’) through people’s estates has increased from six 9 years ago to over fifty now. Each of these expectancies is likely worth at least $1,000 and more likely to be around $5,000 which is our rough average over the last several years. This increase in numbers of expectancies is mostly due to the publishing of the ‘Honour roll’ list in In Lumine. People notice this list, comment and ask questions about it, and this often leads to another commitment.

Some fundraising can be attributed to In Lumine. The most recent edition included an insert about the Lecture Theatre, including a short piece on selling the Seats for $1,000 each. At the time of printing, 197 Seats were sold. By the time In Lumine was received in the household, nearly 210 had been committed to. We have sold 14 since then, with no other promotion during that period. It is assumed that the latest issue of the newsletter reminded people and encouraged them to take action.

Overall, I believe that In Lumine is a valuable communications tool for the College. It keeps our stakeholders—alumni and friends—up-to-date on what is happening at St John’s currently, as well as finding out about how some of their past colleagues are doing.

Notwithstanding the value of In Lumine, I recognize that there are other demands on the College budget. In addition there are people who may not agree with the above. It is our plan in the Development Office to solicit funds in 2005-06 for sponsorship and advertising. We are developing advertising rates and will measure the reaction to these. It is hoped that some advertisers will consider a ‘sponsorship’ of a whole issue. Others, such as our alumni and friends, might wish to purchase a page or portion thereof. The expected overall total of this source of Revenue is not known, but we will aim for $10,000 in 2005-06. The impact of securing these funds, perhaps at the expense of other regular donations, will be monitored and reported on.

I hope that Assembly will support the request that additional College revenues (over and above the Budget presented to Assembly April 21, 2005) be used to restore the previous funding for In Lumine. Thank you.

Derek McLean CFRE
Development Officer