ST JOHN’S COLLEGE
ASSEMBLY
AGENDA

SPECIAL QUORUM REQUIRED

For the meeting of September 18, 2012 @ 2:30 in Room 206 St John’s College

Regrets to Sherry @ 474-8520 or peters4@cc.umanitoba.ca

1. Opening Prayer

2. Approval of the Agenda

3. Approval of the Minutes of the Meeting on May 15, 2012

4. Business Arising from the Minutes of the May 15, 2012 meeting

5. New Business
   a) Membership of committees
   b) Membership of the College
   c) Motions from the Honorary Degrees Committee
   d) Motion to appoint Acting Dean of Studies

6. Other Business

7. Reports
   a) Reports from College Officers

      Warden
      Dean of Studies
      Dean of Theology and Chaplain
      Bursar
      Dean of Residence
      Development Officer
      Librarian
      Registrar

   b) Report from Senior Stick
   c) Reports from College Committees

8. Adjournment
ST JOHN'S COLLEGE
ASSEMBLY
MINUTES
SPECIAL QUORUM REQUIRED

For the meeting of May15, 2012 @ 2:30 in the Cross Common Room


1. Opening Prayer
   J. Stafford opened the meeting with prayer.

2. Approval of the Agenda
   MOTION: That the agenda be approved as distributed.
   R. Clifton/B. Cantelo
   CARRIED

3. Approval of the Minutes of the Meeting on January 24, 2012
   MOTION: That the minutes of the meeting on January 24, 2012 be approved as distributed.
   I. Froese/J. Stafford
   CARRIED

4. Business Arising from the Minutes of the January 24, 2012 meeting
   None

5. New Business
   a) Nominate new Chair for upcoming year
      Len Kuffert nominated
      CARRIED

   b) Fellowship nominations
      Motion: To move to Visiting Fellows to Senior Fellows: Greg Bak, Jennifer Dueck, Fiona MacDonald, Jeff Masuda
      CARRIED

      Motion: To renew Research Fellows for one year: Erin Millions, Anne-Marie Dooner, Agnes Palowska
      CARRIED

      Motion: New Research Fellow: Laura Reimer. Laura is a PhD Candidate in Peace and Conflict Studies and an Instructor of Conflict Resolution Studies at the University of Manitoba. She is currently finishing her dissertation and Dr. Rod Clifton is one of her committee members.
      CARRIED

   c) Residence Rates 2012/2013
      Finance committee recommends a 5% Residence rate increase
      CARRIED
d) Budget for 2012/2013
Finance Committee, The University budget may need to be readjusted if the University goes through with a 3% cut, a small cushion has been built in.
CARRIED

e) Draft meeting dates for upcoming year – distributed by Registrar for approval.
G. Friesen/D. Watt
CARRIED

f) Membership Stats
Distributed for information from the Registrar

6. Other Business
None

7. Reports
a) Reports from College Officers

Warden

Dean of Studies
Copy in Brenda’s

Dean of Theology and Chaplain
No report

Bursar

Bursars’ report to Assembly 05-15-12

Budget
Preliminary March statements indicate the College has had a very successful fiscal year, and we will exceed our budget in a significant way. Draft statements indicate an overall surplus at March 31st of $49,672, and a surplus of $90,028 excluding Theology. Key factors that contributed to this were:
- High residence occupancy rate during both the summer, and regular sessions
- Additional amounts were budgeted for salaries that were not needed
- Daily Bread Café, espresso101 and Catering were all very busy
- Overall success at keeping costs reasonably low

While this is good news, it is important to remember that even after these figures are factored in, the College will still have an accumulated deficit of $135,413, represented by Theology and the previous capital campaign undertaken by St John’s.

Building/Maintenance items
I met with Physical Plant and Barkman’s as final deficiencies for last year’s Cloister entrance project are finally being addressed. Everything should be completed prior to July 1st.
- Two more washrooms in the residence are being readied for renovations this summer.
- Quotes and recommendations are still being developed for both the Chapel roof, and Daily Bread Café floor. The Café floor needs to be re-leveled in the back quarter, and then whole floor re-carpeted.

Summer Conferences
We are just underway with our summer groups. We have a small number of regular students, a larger group of IEP students for May and June, and will be fully occupied in July and August.

Art inventory
With the help of the work-study program that is run by the University, we employed a student on a part time basis to review and update our art inventory.
Committees
I’ve had further meetings about the Classroom Scheduling & Optimization software, and training is complete for event bookers and classroom schedulers. We are currently using the new system, and it seems to be going very well to date.

Dean of Residence
No report

Development Officer
Development Officer Report to Assembly
10th May, 2012

Fundraising
- Gifts received since April as at 9th May = $16,549.
- Chaplaincy endowment request letter was mailed. This has resulted in $1600. Anticipate a few more.

Alumni/Stewardship
- Continuing to call/visit with donors on a regular basis.
- Connected with Alumni whilst in Vancouver and Victoria in April
- Unveiling of the commissioned art sculpture for the Galleria is on the 23rd May, 2012 – everyone is invited. 2pm to 4pm.
- Beautification day 24th May – donors will be invited to help with the gardens.
- Trust letter is being sent to those people who have an Endowment (scholarship/bursary) fund held at the College

Marketing/Communications
- In Lumine will be mailed out in sometime around August
- Suggestions for stories/articles are appreciated.
- Will be changing our webpage over the summer months
- Working on a donor report to faculty/staff. It will be adapted to be mailed out to donors.

Staffing
- Susan Clarke is attending the Fundamentals of Fundraising course held at Red River.
- It appears we were unsuccessful in our attempt to hire a summer student through Services Canada. We have not heard anything from them.

Misc
- Continue to attend UofM External Relations and Philanthropy Department meetings.

Submitted by:
Jackie Markstrom
10th May, 2012

Librarian
No report
Registrar
Registrar’s Report to Assembly
May 15, 2012

Recruitment Events:

February 22 – 23, 2012 – Info Days at the U of M
St John’s College had a booth in the MPR for Info Days. Sean Taubner, Sarah Mitchell and Jessica Persson also participated at the booth. On the afternoon of February 22, we held a special session for St. John’s Ravenscourt students.

March 5 – 7, 2012 – Brandon Career Symposium

April 23 – 24, 2012 -- The Manitoba Association of Christian Home-schoolers annual conference

Website:

The College website has now been transferred to the new template.

Learning Communities:

The Warden and myself visited St. John’s Ravenscourt and Balmoral Hall guidance counsellors and grade 12 students to present the College and the new learning community. Diana DeFoort visited Glenlawn Collegiate to promote the College and the Learning Communities.

Letters and application forms for the Learning Community were sent out to all Manitoba High Schools and all new St John’s College members. The response has been positive and applications have begun to come in.

Jumpstart

Planning is underway for Jumpstart which will be August 30 – 31.

b) Report from Senior Stick
   None

c) Reports from College Committees
   None

8. Adjournment
D. Watt/l. Froese
CARRIED

The official copy of the minutes is signed by the Chair and Secretary and kept in the Registrar’s Office
St John’s College – Standing Committees (2012-2013)

Archives, College Press, Library
Warden
Dean of Studies
Librarian
D. Arnason (2011-2014)
J. Peyton (2012-2013)
D. McCance (2011-2014)

Art, Music, Social
Warden
Dean of Studies
Art Curator, H. Enns (2012-2013)
Music Fellow, K. Markstrom
E. Millions (2012-2013)
H. Graham (2012-2013)
A. Pawlowska (2012-2013)
L. Roberts (2012)
E. Bowness (2013)
B. Peeler (2012-2013)
N. Goulet (2012-2013)
V. Fleury (Sept-Dec 2012)

Assembly Executive
(4 members elected by Assembly for 3-year or lesser terms; at least one shall be a student)
Warden
Dean of Studies
Dean of Theology
Chair: L. Kuffert
A. Pawlowska (2012-2013)
S. Sinclair (2011-2014)
A. Perry (2011-2014)
Student: (Senior Stick)

Assembly Representatives on
Faculty of Theology
(2 members appointed by Assembly upon the nomination of the Dean of Theology)
K. Markstrom (2012-2013)
H. Enns (2012-2013)

Council Representatives
(6 members appointed by and from Assembly, of whom at least 1 shall be a College Fellow and at least 1 shall be a student)
S. Alward (2011-2014)
B. Peeler (2012-2013)
D. McCance (2012-2013)
S. Close (2012-2013)
W. Cariou (2011-2014)
K. Markstrom (2012-2013)
Student: (Senior Stick)

Finance and Administration
(3 members elected by Assembly)
(A = Assembly, C = Council)
Chancellor
Vice Chancellor
Bursar
Dean of Theology
Dean of Studies
B. Beare (C)
G. Baldwin (C)
Council vacancy
G. Bak (2011-2014)
W. Norton (Chair) (2010-2013)
E. Jones (2011-2012)
M. Benbow (2012-2013)

Honorary Degrees
(Chancellor, the Vice-Chancellor, and four members appointed annually by and from Assembly)
Chancellor
Vice-Chancellor
A. Perry (2011-2012)
R. Coutts (2012-2013)
D. McCance (2011-2012)
L. Roberts (2012-2013)

Membership
Warden
Dean of Studies (Chair)
F. MacDonald (2012-2013)
B. Ferguson (2011-2014)
D. Brydon (2011-2014)
S. Kouriitzin (2011-2014)
J. Masuda (2011-2014)
K. Markstrom (2011-2014)

Religious Affairs
(2 members of Assembly, 1 Theology student, 1 other student)
Warden
Dean of Theology
Chaplain
D. Watt (2011-2014)
S. Fisher Stoesz (2012-2013)

Scholarship
(3 Fellows elected by Assembly)
Warden
Dean of Studies (Chair)
Registrar
Theology Rep: J. Stafford
A.M. Dooner (2012-2013)
S. Sinclair (2012-2013)
D. Watt (2011-2014)
N. Goulet (2012-2013)
Development Officer: (as resource)

Student Affairs
(3 students, preferably 1 day & 1 Res. 1 member of Assembly)
Warden
Dean of Studies
Dean of Residence
Registrar
Vice-Stick
S. Sinclair (2012-2013)
Res. Student:
Day Student:
Student:

Visiting Speakers/Canadian Studies
Warden
Dean of Studies (Chair)
F. MacDonald (2011-2014)
R. Coutts (2012-2013)
L. Reimer (2012-2013)
E. Jones (2012-2013)
G. Bak (2012-2013)
A. Perry (2012-2013)
J. Peyton (2012-2013)

Esquire Bedells
B. Peeler
A.M. Dooner
St John’s College

Warden’s Report to Assembly

September 18, 2012

It is a long time since we last met with our summer vacations intervening. I will report that I had a week away at the cottage in June and read 4 novels as well as two weeks at the end of July, spending time with my grandchildren. Despite this time away, it feels as though the College has been busy all summer.

1) We had the Opening of the new Art work in the Galleria on May 23.
2) I have worked for a good part of the summer completing our application for AUCC membership which has now been submitted.
3) I attended 4 of 6 Convocations on behalf of the College as well the Booth University College Convocation and graduation at St John’s Ravenscourt (as well as my stepdaughter’s graduation from Chiropractic College and my grandson’s graduation from Grade 6).
4) I represented the College at the Headstart program for new students and their parents.
5) We hosted the Heads of Anglican Colleges here on June 11 and 12.
6) I chaired the committee to hire the new Dean of Residence.
7) I represented the College at the opening Worship of the National Anglican/Lutheran Worship Conference held in our facilities.
8) Jackie and I represented the College at Bill Norrie’s funeral on July 11.
9) I have started discussions about involving St John’s in the Children Rising Mentorship program
10) I spent two weeks at a Leadership Development course.
11) I have had a number of meetings with the students and the faculty/staff participants for the Learning Community
12) I represented the College at the Ordination of Michael Bruce on September 13
13) I attended the Isbister Society Luncheon and the Homecoming Dinner on behalf of the College
September 18, 2012

Dean of Studies: Report to Assembly

Events at the College for the Fall Term


2. Wednesday, September 12th. Opening of Term Reception in the Senior Common

3. Sunday, September 16th. Homecoming Lunch and Debate in the Cross Common Room. “Be it Resolved that Anglican Colleges Remain a Necessary Part of the Undergraduate University Experience.” Debating the motion is Fellow Lance Roberts and alumnus Harley Shepard. Debating against the motion is Moti Shoanias, Dean of Studies, St. Paul’s College and current student Andrew Prest. Cost is $20 per person.


5. Sunday, September 23rd. Matriculation at 3:00 p.m. New members are welcomed to the college at our annual Matriculation ceremony where they receive a pin and sign a College membership book which dates back until 1866.

6. Thin Air: Winnipeg International Writers Festival. Jess WaIe speaking on Tuesday, September 25th from 10:00 – 11:15 a.m. Cross Common Room. Sarah Klassen speaking on Wednesday, September 26th from 7:00 – 8:00 p.m. in room 108 St. John’s College.


8. Sunday, November 4th. Convocation. This is a formal event of the College where we confer honorary degrees, present student scholarships and bursaries and celebrate the achievements of all College members.

9. Soup and Bread lectures will be held every two weeks at lunchtime in the Senior Common Room. Free soup, bread and salad. Details on speakers/times to be circulated.

10. Brown Bag Lunches. The Brown Bag Lunch series will alternate weeks with the Soup and Bread lectures. Rod Clifton is organizing the list of speakers. Free dessert is provided for participants.
11. Muffin Breaks are another opportunity to hear from speakers across campus. In the past we have had 20 minute presentations from the Copyright Officer and from Sustainable Development. Free coffee and muffins. List of dates/times to be circulated.

12. Finally, we have a place to put all of your unwanted books. There is now a “Free” bookcase outside the library on the third floor where people can drop off or pick up books.

Brenda Cantelo, Dean of Studies
Bursars’ report to Assembly 09-18-12

Audit

The auditors were here in June and conducted their annual review. We are still finalizing some presentation details but expect to have complete drafts shortly.

Summer Conferences

We once again were very busy over the summer, and once again our main clients were IEP students, through the Extended Education faculty. Our numbers were lower in May & June compared to last year, but July & August were once again strong. We also had a sub-set of regular residence students staying with us over the summer.

Building items

Renovations on two washrooms in the residence are now complete. The result is a huge improvement over what we previously had, and will have a significant impact on the students.

Further residence renovations are planned:

- Complete replacement of bed frames and mattresses
- Electrical upgrade
- Painting hallways and common areas
- Stair tread repairs

We also re-painted a couple of offices, the interior of espresso 101, and room 110. Room 110 is now outfitted with new tables and chairs and a fresh coat of paint. It is designated as open, unassigned study space for students.

Staff

At the end of July, Sean Taubner resigned and was replaced by Justin Bouchard. Justin has been adjusting extremely well to the new position, and is immersing himself in the residence culture and getting to know the students. We are very pleased to have him on board.