ST JOHN’S COLLEGE
ASSEMBLY MINUTES

For the meeting of Wednesday April 25, 2007


Regrets: M. Benbow, H. Bartley, L. Broadhurst, G. Friesen, L. Kuffert, P. Lampman, C. Malanik, D. McCance, W. Norton (chair), A. Perry, B. Pope, and K. Tomsons,

B. Norton was unable to be present to chair this meeting. By consensus, Assembly agreed that G. Baldwin chair the meeting.

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

2. Approval of the Agenda
   MOTION: That the agenda be approved as circulated.
   B. Payne/B. Beare
   CARRIED

3. Approval of the Minutes from the Meeting of January 17, 2007 (attachment 1 to the agenda)
   On Page 4, item 8, under “Coffee House” correct “epically” to read “especially”.
   MOTION: That the minutes be approved as corrected.
   P. Penner/B. Hallman
   CARRIED

4. Business Arising from the Minutes
   a) Defer Awarding the Fellows’ Recognition Award
      At the January 17, 2007 meeting of Assembly a motion was approved during closed session “That Mary Kinnear be presented with the Fellows’ Recognition Award at the Convocation on Sunday November 4, 2007”. M. Kinnear was contacted and was delighted to be selected, however she was sorry to say that there is a problem for her regarding the weekend of November 4, 2007 as her daughter is getting married that weekend. The Chair of Assembly and the Warden met and decided to ask that the award be deferred to the 2008 convocation. As a result, the following motion was made:

      MOTION: That we defer awarding Mary Kinnear the Fellows’ Recognition Award until Nov. 2, 2008.
      J. Hoskins on behalf of Assembly Executive
      CARRIED

5. New Business
   a) 2007/2008 Budget (attachment 2 to the agenda)
      I. Froese reported that the budget summary was attached to the agenda and the full budget proposal for 2007-2008 was available for viewing in the SJC Library, General Office or Faculty Lounge prior to this meeting. The proposed budget adheres to the budget parameters outlined by College Council, stipulating that the budget be balanced excluding Theology & the Capital Campaign. After a brief overview of the proposed budget, the following motion was made:

      MOTION: That the 2007/08 budget be approved.
      I. Froese on behalf of the Finance Committee
      CARRIED

   b) Faculty of Theology Course Proposals
      i) SJM342: Interpreting the World (attachment 3 to the agenda)
      J. Stafford reviewed the course proposal. After some discussion the following motion was made:

      MOTION: “That proposed course SJM342: Interpreting the World, be approved, for introduction in the 2007-08 academic year.”
      J. Stafford on behalf of Theology Faculty Council
      CARRIED
ii) SJB140: The Practice of Exegesis (attachment 4 to the agenda)
J. Stafford reviewed the proposed course outline. After some discussion a friendly amendment was made to remove the phrase “The course can also be audited.” under the “Prerequisites” section.

**MOTION**: "That proposed course SJB140: The Practice of Exegesis, be approved with the above noted amendment, for introduction in the Summer Institute, May 2008."
J. Stafford on behalf of Theology Faculty Council  
**CARRIED**

c) 5-year Review of the Development Office
J. Hoskins reported that it is time to conduct the 5-year review of the Development Office. She proposed that we use the same method as 5 years ago i.e.; a team of two fellows to conduct the review. As a result the following motion was made:

**MOTION**: That W. Norton and B. Payne be appointed to conduct the 5-year review of the Development Office and that they report back to Assembly in the Fall of 2007.
J. Hoskins/C. Trott  
**CARRIED**

d) 2007/2008 Assembly Chair
**MOTION**: That Gerry Friesen be elected Assembly Chair for a one-year term ending April 2008.
C. Trott on behalf of Assembly Executive  
**CARRIED**

e) Robert B. Schultz Lecture Theatre Update
J. Hoskins circulated the following report at the meeting:
At its January 31st meeting, College Council approved tendering the Robert B. Schultz Lecture Theatre project. The tender process has now been completed. The cost of the project, including consulting fees and landscaping, was found to be approximately $4.5 million, with approximately $3.5 million of the costs front-end loaded into the initial phase. Given these costs, it was clear that we were not in a position to award this contract.

Accordingly, I explored with Mrs. Deborah McCallum, Vice-President (Administration), the possibility of altering the nature of our partnership with the university. I proposed, subject to Council approval, that the university fund the remainder of the costs and assume ownership of the building. The terms of use would remain the same. This would be very similar to our arrangement with regard to the south wing of the college which is owned by the university and leased to SJC for $1. After consultation with senior administration, Mrs. McCallum agreed to recommend to the Board of Governors that this contract be awarded for the entire project.

At its March 28th meeting, College Council received this information, engaged in a considerable amount of discussion and passed the following motions:

**MOTION 1**: That Council approves the building of the R. B. Schultz Lecture Theatre in partnership with the University of Manitoba.

**MOTION 2**: That Council authorizes the College to transfer funds raised and pledged to date for the Robert B. Schultz Lecture Theatre, including the unrestricted gifts, to the project.

**MOTION 3**: That Council authorizes the Administration to negotiate the remaining terms of the partnership with The University of Manitoba to build, maintain and operate the Robert B. Schultz Lecture Theatre.

At its April 24th meeting, the University of Manitoba Board of Governors passed a motion to approve the award of a contract to build the St John’s College Robert B. Schultz Lecture Theatre to Regent Construction.

I am in the process of negotiating the lease agreement with Mrs. McCallum but I believe that we have agreed on the basic principles. The lecture theatre will be used primarily for University of Manitoba classes; bookings will be handled through the Facilities Manager; all Food Services will be provided through St John’s College; further development of the space will be by mutual agreement; the faculty
lounge extension will be for the sole use of the college; the lecture theatre will be identified with St John’s College; operating costs will be borne by the university. The University of Manitoba administration understands and appreciates the need of St John’s College to preserve its identity and to foster its mission.

This morning, the Bursar, the Facilities Manager and I met with the U of M project manager, the architect, the contractor and the consultants. We anticipate receiving a construction schedule within a week. Site preparation and construction should commence very soon.

6. Reports from College Committees
   a) Scholarship Committee
   i) Canon Maurice Poole Entrance Bursary Terms *(attachment 5 to the agenda)*
      **MOTION:** That the Canon Maurice Poole Entrance Bursary terms be approved.
      C. Trott on behalf of the Scholarship Committee
      CARRIED

   ii) St. Andrew’s ACW Memorial Bursary Terms *(attachment 6 to the agenda)*
      **MOTION:** That the St. Andrew’s ACW Memorial Bursary terms be approved.
      C. Trott on behalf of the Scholarship Committee
      CARRIED

7. Reports from College Officers
   a) Warden
      No report

   b) Dean of Studies
      C. Trott submitted the following written report for the minutes:

      Since the last Council the College has hosted a number of events:

      1) “The Invention of Prairie Literature”, a panel discussion with Professors Kroetsch, Cooley and Cariou took place on February 22. About 30 people attended this event and a lively discussion ensued among the panelists and audience afterwards. The audience was so enthusiastic that they broke into small groups for intense discussions after the panel was over. All participants particularly appreciated the tea and scones at the end of the day! The success of the event has led me to consider sponsoring similar events with panels of Fellows in the future.

      2) Dr. Rod Clifton presented a Soup and Bread Lecture entitled “The Tuition Freeze and Perverse Incentives at the U of M: A Case Study” on March 1. About 15 Fellows attended the event and it involved much critical discussion of the University funding process.

      3) Dr. Birk Sproston of Red Deer College delivered the 25th Annual Marjorie Ward Lecture entitled “J. B. Tyrrell’s 1893 Barren Land Trek: A Love Story with Sauce” on March 8. About 45 people attended the event and 25 attended the dinner held prior to the Lecture. The Lecture was received with much interest in what became of the bottle of Worcestershire sauce!

      I am sad to inform Council that on Tuesday March 13 Dr. Sproston passed away suddenly, much to the distress of many in the College who were close friends with Dr. Sproston. The College hosted a tribute to Dr. Sproston on April 9 and about 60 people attended the moving literary and musical occasion.

      4) Dr. Len Kuffert delivered a Soup and Bread Lecture entitled, “The Prestige which we so sorely need: Radio Programming in Postwar Canada” on Thursday March 29. About 15 Fellows were in attendance for this most stimulating presentation.

      5) On Tuesday April 3 there was the first Gorilla Golf Classic where the Fellows challenged the students to bash wiffle balls around the quadrangle. The Fellows fielded two teams out of a total of eight teams, and despite some questionable ethical behaviour on the part of the team led by the College ethicist, the other team won the prize for Honesty (no mention being made of the extraordinarily high score).

      6) The End-of-Term Bar-B-Q for Fellows, staff and student was held on Tuesday April 10. This was well attended by the Fellows who seemed to enjoy mixing with the students.
7) An End-of-Term reception for the Fellows was held on Wednesday April 11 in the afternoon. About 20 Fellows gathered to celebrate the end of term.

Please remember that:

1) A retirement reception will be held for Dr. Bill Hoskins today, Wednesday April 25, at 3:30 p.m. after the Assembly meeting. Please come!

2) The annual Lobster Dinner will be held on Thursday May 3.

I would like to note that today is Administrative Professionals day, and I would like to extend my personal thanks and those of all the Fellows to Lesley Cowan for all her hard work on our behalf.

c) **Dean of Theology**
   No Report

d) **Bursar**
   I. Froese submitted the following written report for the minutes:

   **Residence**
   We have been able to purchases an additional 20 mattresses for the residence, bringing the total for the year up to 30. We have also arranged to have wireless internet access installed in the lounge areas, and it will be provided free of charge to the Residence students.

   **Building Items**
   The renovations in the General Office have been completed and the staff are enjoying the upgraded surroundings. We have also arranged to have the carpet replaced in the corridor of the Fellow's offices, with work scheduled to begin sometime in April.

   **Conference Season**
   I have met with Arthur Leblanc of the Intensive English Program to arrange housing for their foreign students in the Residence, as we have done in years past. Throughout the summer we will house 18 IEP students, and that number will inflate to 80 for two, one month blocks. We also have interest once again from Team Canada Volleyball, the Canadian Biology Olympiad, University Math Camp, Winnipeg Woodcarvers and CADRE, an aboriginal Group.

e) **Chaplain & Dean of Residence**
   P. Lampman sent regrets to the meeting therefore there was no report.

f) **Development Officer**
   We have been doing some extra work on the Merv Conlin estate, with the help of the U of M Department of Development and in particular Beth Proven. Some transactions had to be corrected, which was time-consuming, but now appear to have been completed.

   As mentioned, we will be working on the wrap up of the Lecture Theatre campaign. We have raised $2.1 million to date, which includes the U of M's original pledge of $250,000. Funds and pledges will be transferred to the U of M. Ground breaking and opening ceremonies need to be planned, a Donor wall, seat and brick plaques need to be finalized and donors need to be stewarded in the coming 12 months. The College and Development Office have already begun to look at what new projects the Development office should focus its attentions on in the coming years.

   I was in Halifax recently at a conference on Planned Giving where I made two presentations.
   In addition to the Lobster dinner, there is the Friends of St John's College Annual General Meeting at 5:15 pm on Thursday May 3.

g) **Librarian**
   No Report
h) Registrar
   No Report

8. Any Other Business
   a) Report from the Senior Stick
      H. Shepherd reported that the new council is in place and had its first meeting in April. Another election will be held in September for the first year representatives and a co-programmer. Plans are underway for JumpStart, the College’s orientation. Harley and Tolu Sodeyi met with the Warden to discuss the upcoming year. The Council will work to have a strong relationship with the administrative staff, and to try to promote more interaction between day and residence students, college students and faculty and students and administration. They also want to do some outreach in the community by holding a few fundraisers.

9. Adjournment
   MOTION: That the meeting be adjourned.
   C. Trott/R. Clifton
   CARRIED

Official Copy of the minutes is signed by the chair and secretary and kept in the Registrar’s office.

Chair  Secretary  Date

May 16/07
Main changes
- Delete the Programme, Planning and Development Committee
- Delete the Administrative Committee
- Amalgamate the Administrative Committee and the Finance Committee to become the Finance and Administration Committee
- Change the Speakers Committee to the Visiting Speakers Committee
- Add the Visiting Speakers Committee as a standing committee of Assembly
- Add the Membership Committee as a standing committee of Assembly

C. STANDING COMMITTEES OF ASSEMBLY (approved November 1981, approved September 2005)

There shall be seven standing committees of Assembly:
Executive
Finance and Administration
Religious Affairs
Scholarships
Student Affairs
Membership
Visiting Speakers

Standing committees are responsible to, and report to Assembly, as appropriate. A quorum for committees shall be a simple majority of the committee membership. Each committee shall appoint its own chair and recording secretary. The Warden shall by right of office be a member of all standing committees.

(1) Executive Committee
There shall be an Executive Committee of eight consisting of the Chair of Assembly, who will act as chair; the Warden; the Dean of Studies; the Dean of Theology; and four members elected by Assembly for three-year or lesser terms. At least one of the members elected by Assembly shall be a student.

The function of the Executive Committee shall be as follows:

(a) To prepare the agenda of Assembly;

(b) To act on matters between Assembly meetings when necessary, subject to the final approval of Assembly;

(c) When directed by Assembly, to act as a nominating committee of Assembly and officers of Assembly.

(2) Finance and Administration Committee
(approved September, 2005)
The Finance and Administration Committee is a joint committee of Council and Assembly. It shall consist of nine members, in addition to the Chancellor and Vice-Chancellor.

Membership shall include the Bursar, the Dean of Studies, the Dean of Theology, three members elected by and from Assembly and three members elected by but not necessarily from Council, for a three-year or lesser term. The terms of the Assembly representatives shall be staggered such that one Fellow shall be elected in each year. In the event of a
resignation or retirement by a Fellow, Assembly shall elect a replacement to complete the
term of that Fellow.

The chair shall be appointed by the members of the committee and the Assistant
Bursar shall act as recording secretary.

The duties of the Committee shall include:
1. reviewing and recommending the annual College budget to Assembly
2. overseeing college investments, including reviewing at least quarterly, the financial
   statements of the College, and of the Trust Funds
3. recommending to Council the appointment of Investment Manager(s) and
   monitoring the performance of the Manager(s).
4. recommending to Council the budget parameters for the annual operating budget
5. recommending the audited statements to Council for approval
6. recommending to Council the appointment of the Auditor
7. recommending capital expenditures to Council
8. recommending to Council on employment policies referred to it by the Warden
9. receiving reports on the state of buildings, equipment and services from the
   Administration and making recommendations to Assembly and Council, as
   appropriate, regarding upkeep and replacement
10. recommending to Assembly new facilities and projects requiring financial support
11. recommending to Assembly and Council, as appropriate, the purpose, terms and
    conditions of trust endowments, excluding those in support of scholarships, bursaries
    or awards
12. recommending to Council and Assembly on any other matters which are referred to it
    by those bodies.

(3) Religious Affairs Committee
This committee shall consist of six members, including the Chaplain, the Dean of
Theology, one Theology student, one other student, and two members of Assembly.
The function of this committee shall be to advise the Warden on the religious life of the
College and to develop programmes to enhance the spiritual life of the College.

(4) Scholarship Committee
(approved September, 2005)
The Committee shall consist of eight members, including the Warden, the Dean of Studies,
the Registrar, one member elected by the Faculty of Theology, and four Fellows elected by
Assembly. The Awards Clerk and Development Officer shall be non-voting members of the
Committee; the Awards Clerk shall act as secretary to the Committee.

The duties of the Committee shall include:
1. selecting, on behalf of Assembly, the recipients of Awards, Bursaries, Fellowships,
   and Prizes awarded by St John's College, and reporting these names to Assembly
2. recommending to Assembly the terms and conditions of Awards, Fellowships, and
   prizes

(5) Student Affairs Committee
This committee shall consist of six members including three students, one member of
Assembly, the Dean of Studies, the Registrar, and the Vice-Stick ex officio. The
function of this committee shall be:

(a) To consider the relationship between students and faculty, students and staff,
students and administration; to make recommendations to Assembly or the
proper committee of Assembly in regard to ways that these relationships may be improved;

(b) To investigate the needs of students of St John's College from a broad and flexible perspective, and to make recommendations to Assembly about how identified problems might be solved;

(c) To discuss and initiate programmes for the social, cultural and academic benefits of students, in co-operation with the Student Council and Assembly.

(6) Membership Committee
The function of this Committee will be:

(a) To assess the College's needs and recommend to Assembly the areas in which College Fellows are to be sought;

(b) To seek out and consider suitable candidates for the positions of Senior, Junior, Research, Visiting and Retired Fellows;

(c) From time to time recommend to Assembly the duties and responsibilities of Senior, Junior, Research, Visiting and Retired Fellows;

(d) To advise the Administration of the College on the use of College office space;

(e) At the discretion of Assembly, to take such action with regard to membership as Assembly deems necessary.

(7) Visiting Speakers Committee
The function of this committee will be to arrange, co-ordinate, or assist with symposia, visiting speakers, debates, visiting scholars and the like.

D. OTHER COMMITTEES OF ASSEMBLY (approved November 1981)
Assembly may from time to time appoint specialist committees. Included would be:

(1) Canadian Studies
The function of this committee will be to arrange and co-ordinate speakers, symposia and conferences.

(2) Library Committee
The function of this committee is to facilitate the communication of mutual concern between the officers of the College Library and its primary users as represented by the College Assembly.

While the broad outlines of library policy are largely determined through the University of Manitoba, all public services should correspond to the needs, first, of members of the College; then, of other members of the University and the community. Within the wider community, the needs of Diocesan clergy and laity are of particular concern. The Library Committee will assist the College Librarian in identifying and, so far as possible, meeting these needs. Specifically, the Committee will address itself to collection development and to promoting the use of the Library by College members.
C. STANDING COMMITTEES OF ASSEMBLY (approved November 1981)

There shall be seven standing committees of Assembly:

Executive
Administrative
Finance
Programme, Planning and Development
Religious Affairs
Scholarships
Student Affairs

Standing committees are responsible to, and normally shall report monthly to Assembly. A quorum for committees shall be a simple majority of the committee membership. Each committee shall appoint its own chair and recording secretary. The Warden shall by right of office be a member of all standing committees.

(1) Executive Committee
There shall be an Executive Committee of eight consisting of the Chair of Assembly, who will act as chair; the Warden; the Dean of Studies; the Dean of Theology; and four members elected by Assembly for three-year or lesser terms. At least one of the members elected by Assembly shall be a student.

The function of the Executive Committee shall be as follows:

(a) To prepare the agenda of Assembly;

(b) To act on matters between Assembly meetings when necessary, subject to the final approval of Assembly;

(c) When directed by Assembly, to act as a nominating committee of Assembly and officers of Assembly.

(2) Administrative Committee
The Administrative Committee shall consist of six members. Membership shall include the Dean of Studies, the Registrar, the Bursar, and three persons elected by Assembly, one of whom shall be a student.

The function of the Administrative Committee shall be as follows:

(a) To receive reports on the state of buildings, equipment and services from the Administration; to make recommendations to Assembly regarding upkeep and replacement; and to keep Assembly informed as to the progress of any project undertaken;

(b) To bring recommendations to Assembly regarding new projects and facilities;

(c) To assist the Warden and Bursar in the resolution of matters concerning the support staff; their duties, replacement, etc;

(d) To advise the Administration on the development of the internal operating budget for submission to Assembly through the Finance Committee;

(e) To provide, on request, opportunity for consultation with, and to be a supporting group for, the Administration of the College in their negotiations with the University regarding the College’s capital and operating requirements under the terms of the 1970 Agreement;

(f) To be concerned about conditions of safety affecting the College;

(g) To deal with such other matters which may be requested of it by Assembly.

May 9, 2007
(3) Finance Committee
(approved September, 2005)
The Committee shall consist of eight members, including the Warden, the Dean of Studies, the Dean of Theology, the Chair of the Administrative Committee, the Bursar, and three Fellows elected by Assembly for a 3-year term. The terms shall be staggered such that one Fellow shall be elected in each year. In the event of a resignation or retirement by a Fellow, Assembly shall elect a replacement to complete the term of that Fellow.

The duties of the Committee shall include:
1. assisting the Warden in the preparation of the annual College budget to Assembly
2. reviewing, at least quarterly, the financial statements of the College, including those of the Trust Funds
3. meeting jointly with the Finance Committee of College Council,
   a) to recommend the audited statements to Council for approval
   b) to recommend to Council the appointment of the Auditor
   c) to recommend to Council capital expenditures

(4) Programme, Planning and Development Committee
This committee shall have six members appointed by Assembly, including the Dean of Studies (who, according to the Statutes, shall be the Chair). The function of this committee shall be to forge the activities of the College into a coherent whole, and to present broad policy recommendations to Assembly. The committee shall solicit suggestions and generate new programme ideas in order to make the College activities as comprehensive and coherent a whole as physical and material circumstances will allow or collective desires will dictate.

(5) Religious Affairs Committee
This committee shall consist of six members, including the Chaplain, the Dean of Theology, one Theology student, one other student, and two members of Assembly. The function of this committee shall be to advise the Warden on the religious life of the College and to develop programmes to enhance the spiritual life of the College.

(6) Scholarship Committee
(approved September, 2005)
The Committee shall consist of eight members, including the Warden, the Dean of Studies, the Registrar, one member elected by the Faculty of Theology, and four Fellows elected by Assembly. The Awards Clerk and Development Officer shall be non-voting members of the Committee; the Awards Clerk shall act as secretary to the Committee.

The duties of the Committee shall include:
1. selecting, on behalf of Assembly, the recipients of Awards, Bursaries, Fellowships, and Prizes awarded by St John’s College, and reporting these names to Assembly
2. recommending to Assembly the terms and conditions of Awards, Fellowships, and prizes

(7) Student Affairs Committee
This committee shall consist of six members including three students, one member of Assembly, the Dean of Studies, the Registrar, and the Vice-Stick ex officio. The function of this committee shall be:

(a) To consider the relationship between students and faculty, students and staff, students and administration; to make recommendations to Assembly or the proper committee of Assembly in regard to ways that these relationships may be improved;

(b) To investigate the needs of students of St John’s College from a broad and flexible perspective, and to make recommendations to Assembly about how identified problems might be solved;

(c) To discuss and initiate programmes for the social, cultural and academic benefits of students, in co-operation with the Student Council and Assembly.

May 9, 2007
D. OTHER COMMITTEES OF ASSEMBLY (approved November 1981)

Assembly may from time to time appoint specialist committees. Included would be:

(1) Canadian Studies
The function of this committee will be to arrange and co-ordinate speakers, symposia and conferences.

(2) Library Committee
The function of this committee is to facilitate the communication of mutual concern between the officers of the College Library and its primary users as represented by the College Assembly.

While the broad outlines of library policy are largely determined through the University of Manitoba, all public services should correspond to the needs, first, of members of the College; then, of other members of the University and the community. Within the wider community, the needs of Diocesan clergy and laity are of particular concern. The Library Committee will assist the College Librarian in identifying and, so far as possible, meeting these needs. Specifically, the Committee will address itself to collection development and to promoting the use of the Library by College members.

(3) Membership Committee
The function of this Committee will be:

(a) To assess the College's needs and recommend to Assembly the areas in which College Fellows are to be sought;

(b) To seek out and consider suitable candidates for the positions of Senior, Junior, Research, Visiting and Retired Fellows;

(c) From time to time recommend to Assembly the duties and responsibilities of Senior, Junior, Research, Visiting and Retired Fellows;

(d) To advise the Administration of the College on the use of College office space;

(e) At the discretion of Assembly, to take such action with regard to membership as Assembly deems necessary.

(4) Speakers Committee
The function of this committee will be to arrange, co-ordinate, or assist with symposia, visiting speakers, debates, visiting scholars and the like.
GEORGE W. BATTERSHELL SCHOLARSHIP
DRAFT Terms of Reference

**Background:** Established by George William (Bill) Battershill, BA '51, BEd '53, MEd '63, who also established the Helen & Bill Battershill Scholarship at the College. The Battershill family has a long history at the College: Johnians in the family include Bill’s wife Helen ’47, son Bill ’76, daughter Judy ’78, grandsons Bill ’06 and Jim, brothers Frank and Jim ’44, and nephew Tom ’64. An uncle, Charles, attended in 1913, cousin Dorothy Simmons attended in the 1930s, and a relative named W.G.H. Battershill was a Theology graduate (prior to 1928). *(Bill to provide more information on his career in Education, involvement on College Council in the 1970’s as well as time with his Regiment, etc.)*

**Amount of endowment:** Part of the current Helen & Bill Battershill Scholarship Endowment Fund. As of March 31, 2006, the amount was $17,878.

**Amount to be awarded annually:** Funds for both this scholarship and the Helen & Bill Battershill Scholarship will come from the interest for Helen & Bill Battershill Scholarship Endowment Fund. The total amount available for both scholarships will be determined each year by the Finance Committee as per College policy. See “Process for selecting recipients” below.

**Date of first award:** 2008 (after the fund has built up).

**Criteria:**
- To be awarded to a St John’s College member who will be registered in full-time studies in the Faculty of Education at the University of Manitoba in the fall.
- A minimum Degree Grade Point Average of 3.00 is required.
- The recipient will have participated actively in College life.
- Preference will be given to students who hold a degree from the University of Manitoba and who were St John’s College members at the time of graduation.
- The recipient must register as a St John’s College member in the fall.

**Application Deadline:** 4:30 pm, April 1. If April 1 falls on a weekend or holiday, the deadline will be extended to 4:30 pm the next business day.

**Process for selecting recipients:** Applications are to be submitted to the Awards Clerk by the application deadline. Recipients and alternates will be selected by the Scholarship Committee. It will be up to the Scholarship Committee to decide how to split the funds between this scholarship and the Helen & Bill Battershill Scholarship. The committee may choose to select more than one recipient or not to award the scholarship at all. The donor has requested that the committee not split awards of under $500. The Scholarship Committee acts in Assembly’s name with respect to final selection of recipients of individual scholarships, bursaries, awards, and prizes, and will report its actions at the following meeting of Assembly.

**Method of payment:** The Awards Clerk will issue a cheque at the beginning of Fall Term after confirming that the recipient’s registration meets the criteria. The award certificate will be presented at the College Convocation, if the recipient is able to attend, and the recipient’s name will be printed in the Convocation program.

**Donor Notification:** After the Scholarship Committee has made its decision, the Awards Clerk will write to Mr Battershill with the recipient’s name, the amount of the award, and information about how the recipient meets the criteria. The recipient will be encouraged to send a thank-you card, c/o the Awards Clerk.
CANON GRANT HYSLOP BURSARY

DRAFT Terms of Reference (April 30, 2007)

Background: Canon Grant Hyslop, B.A., B.Ed. (class of 1961) began his teaching career at Glenlawn Collegiate in Winnipeg, returning to his home town of Kenora, Ontario in 1965 to spend the next thirty years as a teacher and vice principal in the Kenora school system. A man of deep faith, Grant spent his adult life in service to the Anglican Church. He was collated lay canon by Bishop Gordon Beaudry in recognition of his devoted service. Grant met his wife Linda (Vale) at St John’s, and together they raised four children: Jennifer, Janet, Ian and Laird. Two of the children, Jennifer ’90 and Ian ’92 followed their father’s path to St John’s. St John’s held a special place in his heart. The family has established this bursary in his honour and in support of students who are going into teaching. In the event no recipient is named, the award will be opened to students in the College’s Faculty of Theology. Approved by Assembly ___.

Amount of endowment: N/A. Annual donation for ten years. In the event of the death of the donor, funds will have been set aside by the estate to complete the ten-year commitment.

Amount to be awarded annually: $500 per year. This is to be a ten-year award, from 2007 to 2016 inclusive.

Date of first award: TBD. (2007?)

Criteria for the April 1 deadline: The applicant must:
- be entering or continuing part-time or full-time studies in the Faculty of Education at the University of Manitoba;
- be a member of St John’s College;
- demonstrate financial need;
- have a minimum Degree Grade Point Average of 2.50; (Or should we use the old Sessional GPA? I confirmed that the Registrar’s office will be able to give us the sessional GPAs)
- have demonstrated active participation in the College; and
- register as a St John’s College member in the fall.

Preference will be given to students who:
- hold a degree from the University of Manitoba and were members of St John’s College at the time of graduation; and
- are active within an Anglican parish, as demonstrated by a letter from their priest or a member of their congregation describing their involvement.

Application Deadline: 4:30 pm, April 1. If April 1 falls on a weekend or holiday, the deadline will be extended to 4:30 pm the next business day. (In the first year of the award, the deadline will be September 30, 2007.) In the event no recipient is selected, the Scholarship Committee may decide to re-advertise the award in the fall with a September 30 deadline using the following criteria:

Criteria for the September 30 deadline: The applicant must:
- be enrolled in part-time or full-time studies in EITHER the Faculty of Education at the University of Manitoba OR the Faculty of Theology at St John’s College by the application deadline;
- be registered as a St John’s College member by the application deadline;
- demonstrate financial need;

Preference will be given to students who are active within an Anglican parish, as demonstrated by a letter from their priest or a member of their congregation describing their involvement.

Process for selecting recipients: Application forms shall be submitted to the Awards Clerk by the application deadline. Recipients and alternates will be selected by the Scholarship Committee. 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 scholarship, bursaries, awards, and prizes, and reports its actions at the following meeting of Assembly.

Method of Payment: The Awards Clerk will issue a cheque after confirming the recipient’s registration meets the criteria. The award certificate will be presented at the College Convocation, and the name of the recipient will be printed in the Convocation program.

Donor Notification: The donor will be notified in writing when the recipient is selected. Recipients will be encouraged to write a separate note of thanks to the donor.
MARGARET WATERMAN MEMORIAL SCHOLARSHIP
DRAFT Terms of Reference (April 30, 2007)

Background: Anthony Waterman has offered to write 5-6 sentences that are needed for this section about Margaret, her life and her relationship to the College. Anthony will also write a more complete one page biography for the College to have in its files.

Initial Endowment: Endowment to be held by the University Women’s Club of Winnipeg.

Date of First Award: November 2007.

Amount to be awarded annually: $600*. The UWC does not want the award to be split. If the value of the award increases substantially, the Scholarship Committee may contact the UWC about allowing two awards to be made.

Criteria: To be awarded automatically based on the highest Degree Grade Point Average (DGPA). The candidate must:
- be registered as a St John’s College member;
- be enrolled as a full-time undergraduate student at the University of Manitoba in the Faculty of Arts;
- have declared a major in a Humanities subject (as defined by the University of Manitoba calendar) and have successfully completed at least six credit hours in Humanities between May 1 of last year and April 30 of this year;
- have a minimum Degree Grade Point Average of no less than 3.50;
- be continuing studies at the undergraduate or graduate level at the University of Manitoba and as a member of St John’s College in the fall.

Application Deadline: N/A – Automatic.

Procedure for Selecting Recipient: The Scholarship Committee of St John’s College shall select a recipient and an alternate based on the criteria. The recipient’s fall enrollment will be confirmed before the award is paid out. 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: *The Awards Clerk will notify the UWC once a recipient has been selected, and will request a cheque for that year’s award (normally to be sent by September 30). The cheque and award certificate will be presented at the College Convocation in November and the recipient’s name will be printed in the Convocation booklet. If the recipient is unable to attend Convocation, the cheque and award certificate will be mailed after the ceremony.

Donor Notification: The Awards Clerk will address all correspondence to the Treasurer, Scholarship Trust Fund Committee, University Women’s Club of Winnipeg, 54 West Gate, Winnipeg MB R3C 2E1. The Awards Clerk will write each year with the recipient’s name and information about how the recipient meets the award criteria. The recipient will be encouraged to send a thank-you letter c/o the College.

Note: As of February 2007, the following are defined as Humanities subjects: Asian Studies, Canadian Studies, Catholic Studies, Classical Studies, Drama, English, Film Studies, French, German, Greek, History, Icelandic, Italian, Latin, Native Languages, Native Studies, Near Eastern and Judaic Studies, Philosophy, Polish, Religion, Russian, Spanish, Theatre, Ukrainian and Yiddish.
St John's College
2007/2008 Assembly Meeting Dates

Assembly Executive

Tuesday    September 11, 2007 @ 3:00 p.m.
Tuesday    October 9, 2007 @ 3:00 p.m.
Tuesday    January 8, 2008 @ 3:00 p.m.
Tuesday    April 1, 2008 @ 3:00 p.m.
Tuesday    May 6, 2008 @ 3:00 p.m.

Assembly

Tuesday    September 18, 2007 @ 2:30 p.m.
Tuesday    October 23, 2007 @ 2:30 p.m.
Wednesday January 16, 2008 @ 2:30 p.m.
Wednesday April 23, 2008 @ 2:30 p.m.
Wednesday May 14, 2008 @ 2:30 p.m.

Assembly NOTES:
The six members appointed by Diocesan Council to Council are also members of SJC Assembly.

Assembly members do not attend Assembly Executive meetings unless they have been appointed to the Executive committee.
Scholarship Committee Report to Assembly
(For information only)

- **The Michael and Muriel Ewanchuk Bursary** will not be awarded this year as there were no applicants.

- The Scholarship Committee approved the St John's College Students' Association's recommendations (1) that the **James Frost Cross Memorial Trophy** not be awarded to the candidates nominated by the March 1st deadline because they did not meet the criteria, and (2) that nominations be re-opened with a deadline of September 14, 2007.

- **The St John's College Students' Association Awards** were presented to six recipients at the End-of-Term Barbeque on April 10. The recipients were Heather Bartley, Amanda Einarson, Thao Ha, Melissa Hoft, Julie Perpeluk, and Harley Shepherd. Each student received $250. A total of $1500 was awarded.

- There were no applications for the **Uganda Bursary** by the April 1 deadline, so the deadline has been extended to September 30, as per the criteria.