ST JOHN'S COLLEGE
ASSEMBLY

MINUTES
For the Meeting on May 14, 2013

Present: E. Jones, S. Peters (Secretary), L. Kuffert (Chair), C. Trott, B. Peeler, D. Punter, B. Hallman, J. Markstrom, J. Stafford, R. Clifton, I. Froese, J. Bouchard, D. McCance, R. Thomas,


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

2. Approval of the Agenda
MOTION: That the agenda be approved with the following amendments: Note the time change from 10 to 2:30, correct spelling to Marjorie.
I. Froese/D. McCance
CARRIED

3. Approval of the Minutes of the meeting on March 19, 2013
MOTION: That the minutes of the meeting on March 19, 2013 be approved as distributed.
C. Trott/B. Hallman
CARRIED

4. Business Arising from the Minutes of the March 19, 2013 meeting
None

5. New Business
a) Elect or appoint new Chair of Assembly for 2013 – 2014 academic year – A call was put out for volunteers to take on the position for next year.

b) Fellowship Nominations – Presented for approval by the Membership Committee. – These are still being clarified. No new nominations at this time.

c) Changes to Residence constitution – Presented for approval by the Dean of Residence from the Residence Student Council.
MOTION: That the changes to the Residence constitution be approved.
CARRIED

d) Approval of Terms for Marjory Dance and George Thomas Chapman Memorial Bursary – Motions brought forward from the Scholarship Committee.
MOTION: That the terms for the Marjory Dance Bursary and the terms for the George Thomas Chapman Memorial Bursary be approved.
CARRIED

e) Budget – Presented for approval by the Bursar.
MOTION: That Assembly authorize that Assembly Executive approve the budget by electronic vote.
C. Trott/B. Hallman
CARRIED

f) Membership on Committees – This is still undergoing consideration and will be presented to Assembly in September.

MOTION: That the meeting dates for the upcoming year be approved as distributed.
B. Hallman/I. Froese
CARRIED

h) Membership Stats – Presented by the Registrar for information.
i) Annual Report – Presented by the Registrar to be received by Assembly.
   MOTION: That the Annual Report be received.
   C. Punter/R. Clifton
   CARRIED

6. Other Business
   None

7. Reports
   a) Reports from College Officers

Warden

Report for Assembly
Warden
May 14, 2013

As much as anyone else, I have been caught up in the end of term marking and finishing up my courses. And, as most of you know, graduate students suddenly appear out of the woodwork... We have also been working on presenting the Strategic Resource Plan, College budgets and the feasibility study for the capital campaign. One of my greatest pleasures has been the small fundraising project for the Health Career Quest Summer Camp.

1) Attended the SJC Graduation Dinner and Dance on March 23
2) Cooked for the Curry Cook-off fundraiser on March 28
3) Attended the Spring Rez Banquet on April 5
4) Participated in the Selection Committee for the CRC in Indian Residential Schools
5) Interview and Selection process for the Feasibility Study
6) Represented SJC at the Centre for Christian Studies Annual Service of Celebration, April 14
7) Attended two-day Senior Executive Retreat on Prioritizing Academic Programs, April 15, 16
8) Chaired a Ph.D. oral examination in Anthropology, April 17
9) Took part in the Chaplains’ Association Review, April 18
10) Cooked and served for the Taste of Pakistan Dinner at All Saints Church, April 27
11) Represented SJC at the Booth University College Convocation, April 28
12) Represented SJC at the Annual Graduation PowWow, May 4
13) Raised funds for the Health Career Quest Summer Camp to stay in our residence

I continue to represent the College at Diocesan Council, Senate, Provost’s Council, Arts Faculty Council, External Relations Deans’ Breakfasts, all of which met during this period.

Dean of Studies

Dean of Studies: Report to Assembly March 20 – May 6, 2013

End of Term Activities:

We finished the term’s Soup and Bread Lectures on March 20 with Andrew Woolford (Sociology): “Indigenous Boarding Schools in the US and Canada.” The lectures were quite a success this term, with between 15 and 20 attendees on average. On March 21, our final Brown Bag Lunch featured Bonnie Hallman, currently Director of University 1: “Creating Opportunities for Success in the First Year: Evolving University 1 into a First Year Centre.”

Thank you to all of the College members who came out and showed such an interest in these events. Now that we no longer have lunch every day in the Common Room, these talks have brought us together a couple of times a month, at least. If anyone is interested in either giving a talk or helping to organize these series for the fall term, please contact me.
The **Graduate Student Meet and Greet** was held March 26 in the Senior Common Room. We had modest graduate student attendance during what is the busiest time of year for many students. Another outreach event will occur in the fall.

The awarding of prizes for the **Student Art Competition** happened at a lovely reception in the Daily Bread Café on April 8th. The competition was a great success, with nearly 40 very fine submissions. The art really looked fabulous hung on the walls of the Café. Thanks to Nicole Goulet for all of her hard work, to Ian Park for providing food and beverages for the reception and helping with the art, and to our jurors.

Finally, we held the **End of Term Reception** on Wednesday April 10. At the reception Jackie Markstrom, Herb Enns and myself announced the results of fundraising for Senior Common Room refurbishment and revealed the fabrics we’ve chosen for the furniture recovering. The furniture will be re-upholstered during the summer months, in time for a September 'reveal'!

**Summer Planning**

Over the next month or so, we will be planning committee service for next year, so if you are willing to serve on any of the committees, please contact me. We will also be preparing to welcome a few new Visiting Fellows, and will announce those at a future Assembly meeting.

I will be ending my term as Acting Dean of Studies as of 1 July, when Brenda Cantelo returns from research/study leave.

**Dean of Theology and Chaplain –**

Final Bible and Breakfast was in April and had 60 people.

Final Chapel service will be May 26 with All the King’s Men.

**Bursar**

**Building items**

- Painting, new flooring, and mirrored closet doors continue to be installed in all our residence rooms. The results and feedback have been very good.
- The buttery, and laundry room have both been renovated.
- Shaw continues its work to wire the residence for internet, and we met with physical plant to establish a location for the new fibre to be brought to the building.

**Budget**

- The 2013-14 proposed budget was presented to the Finance & Admin Committee, who recommended its approval by Assembly.
- Magna Vista gave a quarterly report on our investments to the committee
- Our 2012-13 audit is scheduled to begin May 27th.

**Other**

- Amy Craddock and I both attended an EPIC training seminar, and the College is now live with the new purchasing system.
- We have a signed contract for summer occupancy with IEP, and a small contingent of regular students staying with us as well. Meals are being served in the residence dining room, and things seem to be going well. We are anticipating an increase over last year's numbers.
- **Beautification Day** is Thursday, May 23rd.
Dean of Residence

Dean of Residence report – May

Renovations are in underway and we are getting more rooms completed each week. We have 19 rooms completely finished and the students are extremely pleased by how things are looking.

We updated the residence council constitution to remove some of the redundant positions. With a smaller council we will be able to fill the positions with greater success each year and their roles will be more structured.

We have 71 students staying in residence right now with a mandatory meal plan. That number will go up to 80 in June, drop down to half capacity in July, and we are going to be right full in August. The bulk of the rooms are occupied by the Intensive English Program (IEP). We currently have 10 students staying over between the two academic semesters.

We have an ongoing contract with IEP that will fill 40 rooms with us for the regular semester and we have 22 applications for the fall (returning students and new). I expect to receive the overflow from U of M Housing in the next few months. We are working together with U of M Housing and St. Andrews to create a residence presentation for "Head Start" in June. This is the first time we are making a presentation together and it should give us a great marketing opportunity.

Amanda Wee, Acqueline Masvikenl, and Ahmad Byagowi are the summer dons this year and they are doing an excellent job.

Development Officer

Development Officer Report to Assembly
14th May, 2013

Fundraising
- Ended the 2012/2013 fiscal year with $231,091 raised for various College projects.
- Gifts received since April as at today = $8,000
- Target for this year is $275,000
- Currently raising funds for the Health Quest Camp.

Alumni/Stewardship
- Continuing to call/visit with donors on a regular basis.
- Jill and I will be working on a stewardship plan.
- Planning an overnight visit to Kenora later this month or very early June
- While on vacation in Calgary I hope to visit a couple of donors.
- Upcoming: End of May - Endowed Fund Trust letters; Beginning of June - Annual Report to Donors and Annual Report to Faculty/Staff

Special Events
- The Curry Cook-Off event was a huge success again! Over $700 raised for the William Norton Scholarship.
- Bach Birthday Bash – was a success and all those in attendance thoroughly enjoyed the musical programme.
- Upcoming events include: 22nd May - farewell to John Stafford, 23rd May - Beautification Day, 24th June - St John's Gathering

Marketing/Communications
- Latest issue of In Lumine has been mailed.
- The next issue will be highlighting all the renovations we have done and will be out late summer.
- The redesigned webpage should be up shortly and hopefully live by the end of the month.
Staffing
- Currently have one volunteer coming in on a regular basis who is updating the database.

Misc
- Continue to attend UofM External Relations and Donor Relations Department meetings.
- Developing the Capital Campaign plan and the Development Committee met to review feasibility study proposals.
- Jill and I have implemented a "huddle board" system whereby every morning we meet for 5 mins to plan the day's work. Sharing information in this way is working well.

Respectfully submitted by:
Jackie Markstrom
6th May, 2013

Librarian – No Report
Registrar – No Report

b) Report from Senior Stick – No Report
c) Reports from College Committees – No Report

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

The official copy of the minutes is signed by the Chair and Secretary and kept in the Registrar's Office

[Signatures]
Chair          Secretary          Date

Sept. 17/13