ST JOHN'S COLLEGE
ASSEMBLY
MINUTES
SPECIAL QUORUM REQUIRED

For the meeting of May 15, 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 DeFoor 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/I. Froese
CARRIED

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