ST JOHN’S COLLEGE ASSEMBLY
MINUTES
For the meeting of Wednesday May 16, 2007


Secretary's Note: G. Friesen was unable to attend this meeting. Rod Clifton was asked to be the acting chair.

1. Opening Prayer
P. Lampman opened the meeting with prayer.

2. Approval of the Agenda
   -Add item b.2) Additional Amendments to the Bylaws
   -In attachment 2, page 2 the last word in item 3 should read “Manager(s)”.

   MOTION: That the agenda be approved as amended.
   J. Hoskins/R. Thomas CARRIED

3. Approval of the Minutes from the Meeting of April 25, 2007 (attachment 1 to the agenda)
At the top of the first page correct “Mintues” to read “Minutes”

   MOTION: That the minutes be approved as corrected.
   B. Cantelo/W. Norton CARRIED

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

5. New Business
a) Fellowship Nominations Closed Session

   MOTION: That we move into closed session.
   J. Hoskins/W. Norton CARRIED

   MOTION: That we move out of closed session
   R. Thomas/L. Broadhurst CARRIED

Secretary's Note: During closed Session, the following people were elected:
Senior Fellows: Mary Benbow, Diana Brydon, Bonnie Hallman, Esyllt Jones, and Peter Penner

Visiting Fellow for a one-year term: Robert Kroetsch

Junior Fellows: Kent Fowler and Kira Tomsons for a one-year term (subject to a U of M appointment)

Research Fellow: Ryan Eyford and Mary Jane McCallum for a one-year term

Visiting Fellows (who may subsequently be nominated as Senior Fellows):
Susan Close, Sandra Kouritzin, Gabi Lukacs, and Karen Smith for a one-year term.

b.1) Bylaw Amendments
   i) Bylaws and Agreements of Assembly Proposed changes to Sections C and D (attachment 2 to the agenda)
   ii) Bylaws and Agreements of Assembly Current Sections C and D (attachment 3 to the agenda)
- 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

MOTION: That the recommended revisions in section C. Standing Committees of Assembly, and section ‘D. Other Committees of Assembly, of the By-Laws of Assembly be approved as described in the attachment.
J. Hoskins on behalf of Assembly Executive

b.2) Additional Amendments to the Bylaws (circulated at the meeting, attachment 1 to the minutes)
- Delete the Canadian Studies Committee
- Change the Speakers Committee to the Visiting Speakers and Canadian Studies Committee
- Add the Visiting Speakers and Canadian Studies Committee as a standing committee of Assembly
- Change the Library Committee (D. 2) to Archives, College Press and Library Committee

MOTION 1: That the additional recommended revisions in section C. Standing Committees of Assembly, and section ‘D. Other Committees of Assembly, of the By-Laws of Assembly be approved as described in the attached document that was handed out at the meeting.
J. Hoskins on behalf of Assembly Executive

MOTION 2: That a friendly amendment be made to the additional amendments of the Bylaws That item D. (2) Art, Music and Social Committee, be added with the terms of reference to be created by that committee and inserted in to the bylaws. The terms are to be brought back to Assembly as information.
R. Thomas/B. Hallman

NOTE: J. Hoskins’ motion (#1 above) was voted on as amended in motion 2 and CARRIED.

c) New Award Terms for Assembly’s Approval
i) George W. Battershill Scholarship Terms (attachment 4 to the agenda)

MOTION: That the recommended terms for the George W. Battershill Scholarship be approved.
E. Palamar on behalf of the Scholarship Committee

MOTION 2: That the George W. Battershill Scholarship terms be amended by removing “(Or should we use the old Sessional GPS? I confirmed that the Registrar’s office will be able to give us the sessional GPA’s)” under in point 4 of the “criteria for the April 1 deadline”.
P. Lampman/B. Hallman

NOTE: E. Palamar’s motion (#1 above) was voted on as amended in motion 2 and CARRIED.

ii) Canon Grant Hyslop Bursary Terms (attachment 5 to the agenda)

MOTION: That the recommended terms for the Canon Grant Hyslop bursary be approved.
E. Palamar on behalf of the Scholarship Committee

MOTION 2: That Canon Grant Hyslop Bursary terms be amended by removing “(Or should we use the old Sessional GPS? I confirmed that the Registrar’s office will be able to give us the sessional GPA’s)” under in point 4 of the “criteria for the April 1 deadline”.
P. Lampman/B. Hallman

NOTE: E. Palamar’s motion (#1 above) was voted on as amended in motion 2 and CARRIED.

iii) Margaret Waterman Memorial Scholarship (attachment 5 agenda)

MOTION: That the recommended terms for the Margaret Waterman Scholarship be approved.
E. Palamar on behalf of the Scholarship Committee

MOTION 2: That under “Note” at the bottom of the page, the reference to “Near Eastern and Judaic Studies” be removed as this department became a part of the Department of Religion.
E. Palamar on behalf of the Scholarship Committee

NOTE: E. Palamar’s motion (#1 above) was voted on as amended in motion 2 and CARRIED.
d) Draft Meeting Dates for the 2007-2008 year (attachment 7 agenda)
Assembly Executive Motion: That the draft 2007/2008 meeting dates be approved with the understanding that the dates can be changed at a later time if need be.

e) Robert B. Schultz Lecture Theatre Update
Construction has started; they will start to drive piles this week. This will take approximately 4 days and then they will start digging. We can’t stop things such as pile driving, or backhoes, but we can possibly move classes from the south wing to the north wing if any classes are disrupted. The construction site will be fenced off and will be a restricted area.

J. Hoskins is working with Mrs. McCallum and the College and University solicitors on the land lease.

We are waiting for a letter of permission from the Canada Revenue Agency to transfer the money raised for the Robert B. Schultz Lecture Theatre to the U of M.

The U of M President, E. Szathmáry and Major Donor Robert Schultz will be present for the sod turning which will take place June 20, 2007.

The U of M will be setting up a web cam soon so that we can see the construction take place. There will be a link to the web cam on the College homepage and possibly on the U of M homepage.

6. Reports from College Committees
   a) Scholarship Committee – Report from Awards Clerk (attachment 8 to the agenda)
The College awards clerk circulated a report from the Scholarship Committee as information.

7. Reports from College Officers
   a) Warden
   J. Hoskins reported that:
   - She is going to Toronto on Monday May 22 to meet with a donor and will return on Tuesday May 23.
   - The Presidential Search Committee, on which she is a member, has one more meeting before the summer and then the meetings will continue in the fall.
   - She will be on vacation for 10 days the end of May and beginning of June. John Stafford will be the acting Warden while she is away.
   - College Librarian, Richard Ellis, will begin a one-year leave on July 1, 2007. J. Hoskins contacted Carolyn Pressor from U of M Libraries to find out who the replacement would be as Assembly will need to appoint that person, as per the College Statutes. There is not a replacement yet but the Director of Libraries will let Janet know as soon as they do. J. Hoskins wished R. Ellis well on his leave.

   b) Dean of Studies
   The Dean of Studies sent regrets so there was no report.

   c) Dean of Theology
   The Dean of Theology sent regrets so there was no report.

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

   Budget/Summer Conferences
   To date we have already had a number of groups stay at the College:
   Winnipeg Woodcarvers
   Team Canada Volleyball
   A group of young soccer players
   IEP students

   Currently there are 27 IEP summer students in the Residence, and that number will grow by approximately 50 in the next week.
We also have two students acting as summer hosts who will be available to assist our clients, and also help with a number of maintenance projects planned for the summer.

**Updated Cash Machine Numbers**

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**Pepsi Agreement**
The College’s agreement with Pepsi as an exclusive soft drink provider was recently renewed and will expire July 2014.

e) **Chaplain & Dean of Residence**

We are very grateful to Dr. Kuffert for his leadership on the Peer Review Board. Dr. Len Kuffert has agreed to continue as chairperson of the Peer Review Board for the first term. He is on leave for second term.

At the time of this meeting, we have 39 applications for Returning Residents (4 are for the apartments), 15 rooms reserved but not confirmed for Intensive English Program students, and 21 applications for New Residents (65 total). There are 96 single rooms in the residence.

The Residence Leadership Team will join with Housing and Student Life Residence Assistants for Training in August. The Dons Team for next year is as follows: Tolu Sodeyi as Senior Don, and Heather Bartley, Mandy Mou and Harley Shepherd as Junior Dons. The Co-Presidents of the Residence Association for the academic year 2007-08 will be Mike Fehr and Derek Hamilton. The International Student Representative will be Faisal Albagmi.

The next recruiting event for the College and the Residence will be on June 9, 2007 with the Parents’ Program Orientation at the Investors Group Athletic Centre. We anticipate an attendance of 1,000 to 1,200 parents and students.

**Chapel Report**

On April 3, 2007 students, staff and Fellows pitted wits and skills against each other in the first ever SJC Gorilla Golf Classic Invitational. Despite the extreme cold of the day, eight teams with a total of 32 participants signed up for a fun filled event of creative play and scoring. The game was played around the perimeter of the College grounds using waffle balls and unconventional clubs. Trophies were at the BBQ for best costumes, most honest team and lowest score. Winners Mike Obendorfer and Heather Bartley will have the event named in their memory for one year. Proceeds of the entry fees went to the U of M Food Bank.

On Tuesday April 23, St John’s Chaplaincy and the Art Music and Social Committee joined forces for the Long Dark tea Time of the Soul tea party. Staff, Fellows and approximately 15 students and a number of Fellows attended the event.

Church services are continuing during the summer months, with the exception that there is only one service on Sunday when there is Choral Evensong. This evening there will be an Ascension Day service with All the King’s Men leading the music for the service.

f) **Development Officer**

D. Mclean submitted the following written report for the minutes:

We are changing over the pledges to the Robert B. Schultz Lecture Theatre from the College to the U of M as a result of the University assuming the leadership on this project and due to the Canada Revenue Agency restrictions on transfer of funds between charitable organizations.

Now that the Robert B. Schultz Lecture Theatre is being built, we will be discussing and proposing other fundraising initiatives for the College to undertake.
The next *In Lumine* is being prepared. We will hold publication so that we can include pictures from the Sod turning event June 20, 2007.

Plans are underway for a 60's reunion in May 2008.

Glen Davis, a member of the faculty in the late 1960's, was murdered in Toronto May 18, 2007. His death was extensively covered in the media due to his family's wealth and his philanthropic nature.

I have spoken to St Paul's Fort Garry about estate planning and Planned Giving for a second time, on May 6, 2007.

g) **Librarian**

Richard Ellis submitted the following written report for the minutes:

1. The Library has recently acquired a very high quality scanner. We will be advertising the availability of this piece of equipment once we get it working properly and once Library staff are familiar with its operation.

2. The College Librarian, Richard Ellis, will be on leave from the University for one year starting July 1, 2007. A replacement has not yet been named.

3. During fiscal year 2006 – 2007 the Library loaned 8,031 items. During the same period, 89,641 persons entered the Library. Comparative statistics for 2005 – 2006 are as shown in the following table.

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<tr>
<td>Library entries</td>
<td>89,641</td>
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<td>Items loaned</td>
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4. The Library has yet to receive its acquisitions budget for 2007 – 2008. The expectation is, however, that there will be about $43,000 available to buy books and slightly over $10,000 to pay for the Library’s journal subscriptions. There may be a small surplus in the journals’ budget which will enable the Library to subscribe to one or more new journals. If any Assembly members have suggestions for worthy titles not already in the U. of Manitoba Libraries’ system, please bring them to the attention of the College librarian.

h) **Registrar**

E. Palamar reviewed membership statistics that were attached to the agenda as attachment 6. Membership has been on a steady increase. E. Palamar attributes that to a presentation she and J. Hoskins made to High school guidance counselors at the U of M counselor seminar a few years ago. In educating the educator (counselor), it has helped by the high school counselors promoting the benefits of membership in addition to us promoting the college to the students.

The annual report has been printed and circulated. We were able to print them ourselves in colour this year for less than it would have cost to have a print company print them in black and white. We also were able to cut costs by not distributing them to all the Fellows, but rather, having copies available in the Faculty Lounge and posting the annual report on the St John's College website.

8. **Any Other Business**

a) **Report from the Senior Stick**

The Senior Stick sent regrets so there was no report.

9. **Adjournment**

**MOTION:** That the meeting be adjourned.

R. Thomas/B. Cantelo

**CARRIED**

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

Chair:  
Secretary:  
Date: 18 September 2007
Main changes
- Delete the Programme, Planning and Development Committee
- Delete the Administrative Committee
- Delete the Canadian Studies Committee
- Amalgamate the Administrative Committee and the Finance Committee to become the Finance and Administration Committee
- Change the Visiting Speakers Committee to the Visiting Speakers and Canadian Studies Committee
- Add the Visiting Speakers Committee as a standing committee of Assembly
- Add the Membership Committee as a standing committee of Assembly
- Change the Library Committee (D.2) to Archives, College Press and Library Committee

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

Add the Visiting Speakers and Canadian Studies Committee.

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 regards 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 and Canadian Studies Committee
The function of this committee will be to arrange, co-ordinate, or assist with symposia, conferences, 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] Archives, College Press and Library Committee
The function of this committee will be:

(a) To facilitate the communication of mutual concern between the officers of the College library and its primary users, as represented by the College Assembly, paying particular attention to ensuring that the needs of the diocesan clergy and staff are met, that the collection is developed appropriately and that use of the library is promoted by college members is promoted;

(b) To assist the Administration in ensuring that College records are properly preserved;

(c) To consider matters brought forward to it by Assembly or by the Administration with respect to the St John's College Press.

[2] Art, Music and Social Committee
As per Assembly's request (May 2007 meeting), the terms of reference will be created by the Art, Music and Social Committee and inserted into the bylaws. The terms are to be brought back to Assembly as information.
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