ST JOHN'S COLLEGE
ASSEMBLY

MINUTES

For the meeting of October 15, 2013, @ 10:00 am in room 2016


Regrets: A. Scott, S. Close, J. James, B. Pope, K. Walters,

1. Approval of the Agenda
MOTION: That the agenda be approved with the following amendments: Item 4c will be deferred to the next Assembly meeting; and that the numbering of the agenda be fixed, Audited financial statements will be struck, and budget summary, add policy on use of classroom space, add Dawne McCance to regrets.
B. Hallman/C. Trott
CARRIED

2. Approval of the Minutes of the meeting on September 17, 2013
MOTION: That the minutes of the meeting on September 17, 2013 be approved with the following amendments:
The minutes of the meeting on May 14, 2013 must be approved.
MOTION: That the minutes of the meeting of May 14, 2013 be approved as distributed.
J. Blanchard/B. Hallman
Carried
Item f - bursar presented the draft audited financial statements.
C. Trott/B. Hallman
CARRIED

3. Business Arising from the Minutes of the September 17, 2013 meeting
None

4. New Business
a) Fellowship Nominations - Visiting fellow, Joseph Wiebe; Junior Fellow, Jade Weimer:
C. Trott/L. Kuffert
CARRIED

b) Senior stick reports who the student membership is on Assembly and Committees of Assembly - Senior Stick will distribute to Dean of Studies.

c) Report of awards made since the summer

d) Audited Financial Statements for approval

e) Budget summary

f) Issuance of Scholarship cheques
MOTION: That all scholarship cheques from the College shall be issued at the time of Fall Convocation (the Sunday after All Saints Day) with the following exceptions:
- St John’s College Student Association Scholarships which are awarded at the spring Bar-B-Q
- Residence bursaries which are applied directly to student residence fees
- At the discretion of the Warden, when a student is in financial distress.
C. Trott/D. Nemez
CARRIED

g) Report from Fellows Recognition Committee
Presented by the Warden on behalf of the Dean of Studies.
MOTION: That we bestow the Fellows Recognition award on Dr. Anthony Waterman at the November 2013 convocation.
CARRIED

h) Policy on use of Classroom Space.
After classes and events, St John’s College student members have priority in using classroom space for study space. They are to put their student card with the membership sticker facing out. Non-members can use the Galleria space and the Library. Students are expected to share the space.
C.Trott/D. Nemez
CARRIED

5. Other Business
None

6. Reports
a) Reports from College Officers

Warden

Warden’s Report to Assembly
October 15, 2013

Since the last Assembly most of my time has been taken up with Homecoming Events. These are important to us because through these events we keep in touch with our Alumni. These events included:

1) The Great Debate against St Paul’s. We lost again but not because our team of David Watt and Stephanie George were behind on the arguments, but because St Pauls’ dominated the house!
2) Indigenous Achievement luncheon at Migizii Agamik.
3) The Isbister Legacy Society Luncheon – for those who have left the College bequests in their estates.
4) Arts Celebrating Arts
5) Homecoming dinner – we were able to invite some grads of the class of ’63 to join us.
6) The President’s Luncheon for the classes of ’43, ’48, ’53’ 58.
7) Our own Matriculation.

I am pleased with the format of kicking off homecoming week with the debate and finishing it with Matriculation. I think we should look to that in the future.
I represented the College at the Faith Horizons event sponsored by the Diocese (and for my sins was a group discussion leader) as well as representing the College at the Grand Opening of the United Centre for Theological Studies at the University of Winnipeg.

I continue to represent the College at the External Relations Breakfasts, Diocesan Council, Senate (very exciting this time) and Provost’s Council.

**Dean of Studies**

No Report

**Chaplain**

No Report

**Bursar**

**Bursar’s report to Assembly**

**Finance**
At the last College Council meeting, the 2012-13 draft audited statements were approved, and BDO Canada was re-appointed as auditors for the 2013-14 fiscal year. As of the end of August, our summer residence and conferences revenues were up significantly over last year. This puts us in a good position as we begin the regular session, and will hopefully allow us to meet our budget targets.

**Building projects**
The plan to replace the flooring and repaint the hallways in the academic section of the College that was originally scheduled to be done during the summer has been moved to the Christmas break, and the university has started the tender process. Both the roof replacement project, and the redesign of the area between St John’s and St Paul’s are complete.

**University Printing**
The new Xerox machine has been installed and almost all of the Fellows have been hooked up to it. Initial responses have been positive, and so far it seems to be working very well.

**Dean of Residence**

No Report
Development Officer

Development Officer Report to Assembly
October, 2013

Fundraising
• Gifts received since April as at today = $34,
• The Class of ’63 ask letter has been quite successful so far raising over $3,000. More is anticipated.
• Fall appeal is on track to go out in late October

Alumni/Stewardship
• Continuing to call/visit with donors on a regular basis.
• Met with three people while in Regina at the end of September.
• Planning a trip to Kenora/Keewatin

Special Events
• Convocation luncheon - 3rd November.

Marketing/Communications
• Latest issue of In Lumine is with the designer.
• The redesigned webpage is up and is highlighted in the In Lumine.

Staffing
• Currently have three volunteers coming in on a regular basis to update the database.
• Have hired a work/study student who will be working on a mentoring programme for grad students.

Misc
• Continue to attend UofM External Relations and Donor Relations Department meetings.

Feasibility Study
• We are on track for the report to be submitted to the Development Committee in early November.

Respectfully submitted by:

Jackie Markstrom
8th October, 2013
Staffing – one of our sessionals, Maiya Upreti, is ill and will not be returning this fall. We are in the process of hiring one extra casual to work a few hours a week.

Open Late – I will be submitting a proposal to the Director of Libraries so that we can be open late again leading up to Christmas exams. I am going to suggest we close at 1 a.m. this year because use between 1 and 2 was very low. We will be hiring Commissionaires again.

Collection – we are continuing to weed items from the St. John’s material in the Libraries Annex and use the space created to move books from the Library to storage.

We have received three important gifts of books over the summer, one from John Stafford, one from Jamie Howison and one from a Marion Gaboury. These are in the process of being evaluated and the books will be added to the collection.

Physical space – We have a request in for a new circulation desk with the Libraries and the request is still on the list. This year it is likely that new electrical outlets will be installed to replace the power bars that students use to plug in their computers.

We are also working on a proposal for new study tables and chairs that would make more efficient use of space in the library and allow more students to study here.

Events for the fall include a coffee and goodies reception in honor of St. Jerome’s Day which took place on September 30. It was a great success with the students who ate all the food. We had 5 visitors from St. John’s College and several emails about the fact that I said St. Jerome had a bad temper.

We will also be having a reading and celebration for Father Stephen Sharman who has received his PhD with the completion of his thesis on the Venerable Bede. We will let people know once we have settled on a date.

The Library will also once again be host for the celebration of the year’s academic work by College Fellows on October 30 at 3 p.m.

We will try to have readings by the University’s writers in residence as well.

I was able to give some library support to the people taking Wycliffe College theology courses at St. Margaret’s Church. I had no advance warning about the courses so I had to scramble to provide them with a very small collection of books that are on the reading list. I have asked them to give the course descriptions well ahead of time next time so I have time to purchase items if necessary.
Registrar

Registrar’s Report to Assembly
September 17, 2013

Recruitment: We participated in University 1’s Degree and Career Exploration Day on October 8, 2013. On October 22 we will be at the University’s Evening of Excellence.

College Learning Community: I continue to work with St. Paul’s College, University 1, and the Academic Learning Centre to plan activities and workshops for students of both St. Paul’s College and St John’s College as a part of this initiative.

Upcoming:
November 3 is Convocation

Sherry Peters
Registrar

b) Report from Senior Stick

Senior Sticks Report for Assembly

• Corn maze was a success, with quite a few more members showing up than last year’s average
• Skyzone trampoline park event is coming up next week
• Candlelight Vigil for Syria was also a success, with around 40 members showing up.
• Iggle’s Advocate’s first issue will be coming out at the end of the month

1Pictures of events will be in the Iggle’s Advocate

c) Reports from College Committees
None

7. Adjournment
L. Kuffert/C. Trott
CARRIED

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

Chair

Secretary

Date