ST JOHN'S COLLEGE
ASSEMBLY MINUTES

For the meeting of October 19, 2010


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

2. Approval of the Agenda
   MOTION: That the agenda be approved as circulated.
   G. Friesen/D. Punter
   CARRIED

3. Approval of the Minutes from the Meeting of September 21, 2010
   MOTION: That the minutes of the September 21, 2010 be approved as circulated.
   I. Froese/C. Trott
   CARRIED

4. Business Arising from Minutes
   None

5. New Business
   a) Report of the Ad Hoc Committee on terms of reference for the Warden’s Search Committee
      Verbal presentation by Chris Trott.

   b) Membership of the Warden’s Search Committee
      S. Close announced the final membership of the Warden’s Search Committee, along with alternates:
      The members and alternatives of the Search Committee for the incoming Warden are:
      1. College Administration - I. Froese, J. Markstrom (alternate)
      2. Diocese - B. Regner
      3. Fellows - R. Clifton, B. Hallman
      4. Students - H. Shepherd
      5. Representative from the U. of M. to be appointed by the U. of M. administration: Dr. Karen Grant
      The committee’s first meeting will take place on November 8, 2010.

   c) Report from the College Common Room Committee
      Senior Common Room
      Report to College Assembly, 19 October 2010
      The executive committee of the SCR met on 6 October 2010 12:50-1:40. Members present: Brenda Cantelo, Maureen Kolodie, Gerry Friesen (Tom Suffield, ex officio)
      We reviewed the statement on membership, statement of purpose, name of our group, as reported in the minutes of 30 September meeting, and discussed the next steps to be taken.
      Name: Senior Common Room
Membership: Staff working in St. John's College (including Library, Administration, and University of Manitoba Press) and Fellows of the College (Junior, Research, Retired, Senior, Visiting). Undergraduates may not be members but may be guests.

Purpose of committee: To make arrangements for a congenial setting in which Staff and Fellows can meet and to encourage fellowship in the College.

Maintenance of the room: Issues include dirty dishes, milk and sugar, and cleaning fridge, counter, sink, tables: we’re seeking advice.

Plants and Flowers: Cathy Mudry and David Punter have been interested and will continue to assist.

Furnishings and Artwork: Susan Close and Brenda Cantelo will take on this matter. The first strategy will be to canvass manufacturers and retailers about donations of furniture. The College can provide tax receipts for a 'gift in kind' donation.

Finance: The SJC Faculty Association will continue to collect fees in the 2010-11 year. The SCR will apply to it for funds as need arises.

Fund-raising: may be resorted to in the future.

Fees: to be discussed further.

Expenditures: newspaper, furniture, perhaps a person to help with cleaning up.

Administration of the SCR: The College policy regarding room bookings is as follows:

- Bookings of the SCR are managed by the Dean of Studies.
- All catering must be provided by St John's College Food Service Dept.
- Any University of Manitoba function that is booked through St John's College is not assessed a room charge but must pay catering charges. Non-university groups are assessed a room fee, unless they order catering, in which case the room fee is waived.

Some questions:

- Some members have suggested that no class meetings be permitted in the SCR.
- Some members have suggested that the SCR should be reserved for the use of Members during office hours (8:30-4:30).
- Some members have suggested that we test the practice of simultaneous use (two different events in the two rooms) during this year.

d) Approval of the terms of the Beverley and Bishop James Allan Bursary

MOTION: That the terms of the Beverley and Bishop James Allan be approved with the following Amendments:

C. Trott on behalf of the Scholarship Committee

CARRIED

6. Other Business

a) Reports from College Officers

1) Warden

Warden's Report to Assembly – October 19, 2010

A Registrar's Search Committee was formed with membership consisting of Bill Norton, Ivan Froese, Jessica Persson and myself as Chair. The Committee met on October 13 to review applications and prepare a short list. Interviews took place on October 15, and the committee came to a unanimous decision about the candidate to whom the position should be offered. The recommendation has been forwarded to Human Resources and we hope to have the appointment finalized shortly.

I have been asked to serve on the Dean of Arts Selection Committee as a Presidential appointee. That work should begin shortly.

Janet A. Hoskins, Ph.D.
Warden & Vice Chancellor
St John's College
2) **Dean of Studies**  
Verbal presentation by Chris Trott.

3) **Dean of Theology**  
No Report

4) **Bursar**  
Verbal presentation by Ivan Froese.

5) **Chaplain**  
No report

6) **Dean of Residence**  
Sean Taubner reported that the College residence is full up this fall save for two rooms.

7) **Development Officer**  
*Development Officer Report to Assembly  
19th October, 2010*

**Fundraising**

Funds raised to date = $307,975.08. The College has received $106,870.70 in donations. $201,104.38 is directed to the University of Manitoba for the Lecture Theatre.

Keith Eastwood passed away last week. He had set up a bursary for his wife and we are receiving in Memoriam donations directed to this bursary.

The Annual Appeal is set to be mailed out beginning later this week. Fellows and Staff will receive an appeal next week.

**Stewardship**

I have met with several consors over the past couple of month. Maureen, Janet and I attended the Isbister Legacy Luncheon – the University's planned giving society. Janet, Bernie Beare, Bill Regehr and myself attended the Homecoming Banquet. Maureen and I are continuing to call and thank every donor when their donation is received. A Toronto/Ottawa trip is planned for the beginning of December.

**Alumni/Marketing/Communications**

Beginning to work on the December issue of In Lumine.

**Staffing**

Maureen will be interviewing a potential volunteer today. Currently, we have 1 volunteer helping us.

**Development Committee**

No report from the Development Committee

21st September, 2010
Submitted by:
8) Librarian
No report

9) Registrar
Tom Suffield reported that he has been working on matters relating to the College’s Fall Convocation and on various governance committees of the College. Upcoming events include The annual Marjorie Ward Dinner and Lecture on October 21st and the U. of M.’s Evening of Excellence on October 28th.

Tom thanked the various committee Heads and Chairs for their encouragement and support during his tenure as Acting Registrar, which will be ending on November 9th.

b) Report from Senior Stick

October 19, 2010

Report to College Assembly – Senior Stick

SJCSA membership
I am excited to announce the newest members elected to SJCSA:
Pooja Patel: Assembly Representative
Sarah Mitchell: Yearbook Editor
Amanda Wee: 1st Year Residence Rep

We are in the process of interviewing students to fill the positions of Executive Assistant, Sports Rep, Literary Director and Assistant Literary Director.

Events
Corn Maze
SJCSA’s Co-Programmers organized a very successful Corn Maze event held on Friday October 15. We went to AMazel in Corn near St Adolphe and participated in their Haunted Forest and roasted marshmallows by a bonfire before heading back to the College by bus. The event was very well attended by 32 students, there were no incidents and all had a fantastic evening.

Paintballing
Our next event will be Paintballing held in November.

Operation Christmas Child
Each member of SJCSA will be filling a shoebox for Operation Christmas Child. SJCSA will cover the cost of shipping - $7.00 per box. The shoeboxes are being donated to children in Haiti this year.
We would like to set up donation boxes in the General Office, Daily Bread and Espresso 101 to collect donations.

Student Services
Carrels & Lockers
The study carrels and lockers are very popular this year. All carrels and operational lockers have all been sold by our diligent Student Services Director, Dustin Reimer. We’ve purchased a fridge for undergrad carrel room 105 and new wall posters. We are looking into the possibility of purchasing new lockers for the tunnel, because half of them are broken or unlockable.

Internet
There have been many requests for wireless internet from the carrel users, and one router has been set up in the grad carrel room 125. Students are extremely looking forward to University wireless internet.

Room 110
Due to the overwhelming success of study carrel sales, SJCSA considered creating another assigned carrel room. It turns out that it would cost too much to purchase carrels to fill this rooms, so SJCSA would
like to use this room as an 'open door', unassigned study space for students. The room is currently occupied by the College.

c) Report from College Committees

Finance and Administration
I. Froese reported that the Finance and Administration Committee will be meeting in October 26 with the College's investment managers to review the SJC investment portfolio.

7. Adjournment

MOTION: That the meeting be adjourned.
C. Trott/S. Alward

CARRIED

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