ST JOHN’S COLLEGE ASSEMBLY
MINUTES
For the meeting of Tuesday October 22, 2002


1. Opening Prayer
G. Woodcroft opened the meeting with prayer.

2. Approval of the Agenda
Under item 3, replace the name “Laura Fletcher” with the name “David Quon”.

MOTION: That the agenda be approved as amended.
G. Woodcroft/R. Clifton

3. Welcome New Members
The following students have been elected by the SJCSA as student representatives on Assembly: Stewart Dutfield, Olubusola (Busola) Famuyide, Carey-Anne Koutecky, David Quor, Janalee Sweetland, Breanne Reinfort, Paul Taylor and Joann White. Laksh Khatter is the new Vice-Stick of the SJCSA, and is also a member of Assembly. The Chair of Assembly, N. Cameron, welcomed the new members of Assembly.

4. Approval of the Minutes of September 12, 2002 (previously circulated)
MOTION: That the minutes be approved as circulated.
G. Woodcroft/J. Hoskins

5. Business Arising from the Minutes
a) Review of the Development Office (green attachment to the agenda)
NOTE: In the Review of the Development Office report, item 7, revise 2.5 million to read 2.0 million.

A report prepared by N. Cameron and R. Clifton was circulated with the agenda. The report was presented to Assembly Executive and the following motion was made:

MOTION: That St John’s College maintain its Development Office, with extensive reviews every five years.
R. Clifton on behalf of Assembly Executive

b) Membership vacancies on committees of Assembly (yellow attachment to the agenda)
At the September 12, 2002, meeting of Assembly, it was reported that there are membership vacancies on the roster of Committees of Assembly that need to be filled.

It was also reported that Assembly Executive requested that the Dean of Studies find people to fill the membership vacancies by the October meeting of Assembly, and that the student vacancies be filled in consultation with the Senior Stick of the St John’s College Students Association. The following motion is being made as a result of this request:
Revisions to the yellow attachment to the agenda: On the Student Affairs Committee Replace the name Laura Fletcher with David Quon, and on the Art, Music and Social Committee, replace Breanne Reinfort with Paul Taylor.

**MOTION:** That Assembly adopts the amended list of membership on committees of Assembly (shown below) for the academic year 2002-2003.

<table>
<thead>
<tr>
<th>COMMITTEE</th>
<th>NAME</th>
<th>CONSTITUENCY</th>
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<tbody>
<tr>
<td>Administrative</td>
<td>Jocelyn Andrew</td>
<td>Student Representative</td>
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<tr>
<td>Assembly Executive</td>
<td>Laksh Khatte</td>
<td>Student Representative</td>
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<tr>
<td>Council Rep from Assembly</td>
<td>Maryann Ferris</td>
<td>Student Representative</td>
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<tr>
<td>Council Rep from Assembly</td>
<td>Tom Holens</td>
<td>Fellow</td>
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<td>Council Rep from Assembly</td>
<td>Murdith McLean</td>
<td>Fellow</td>
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<tr>
<td>Scholarship Committee</td>
<td>Dennis Cooley</td>
<td>Student Representative</td>
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<tr>
<td>Student Affairs</td>
<td>Maryann Ferris</td>
<td>Student Representative</td>
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<td>Student Affairs</td>
<td>Laura Fletcher</td>
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<td>Student Affairs</td>
<td>David Quon</td>
<td>Student Representative</td>
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<td>PP&amp;D</td>
<td>Carey-Anne Koutecky</td>
<td>Student Representative</td>
</tr>
<tr>
<td>Religious Affairs</td>
<td>Marcus Steeds</td>
<td>Student Representative</td>
</tr>
<tr>
<td>Archives, College Press, Library</td>
<td>Paul Taylor</td>
<td>Student Representative</td>
</tr>
<tr>
<td>Art, Music and Social</td>
<td>Paul Taylor</td>
<td>Student Representative</td>
</tr>
<tr>
<td></td>
<td>Breanne Reinfort</td>
<td>Student Representative</td>
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**SECRETARY'S NOTE:** Since Assembly met it was discovered that we elected 7 Assembly representatives to sit on Council, and there should only be 6. N. Cameron approached M. McLean to explain our predicament and to see if he would be open to stepping down as an Assembly representative on Council. M. McLean kindly agreed to do so.

c) **Membership on the Dean of Theology Review Committee**
At the last meeting of Assembly it was reported that J. Stafford’s 3-year term as the Dean of Theology ends on June 30, 2003. When he was appointed, he was appointed with the understanding that should be wish to be considered for a further term, he would be formally reviewed in this third year. J. Stafford wishes to be considered for a further term, which means that a formal review will need to be conducted.

Assembly Executive made the following motion, “that Assembly empower Assembly Executive to appoint an Assembly representative to the Dean of Theology Review Committee, if Council request Assembly to do so” in anticipation of Council approving a Council Executive motion going to the next meeting of Council: “That a Dean of Theology review committee be struck, consisting of the Bishop, Warden, a member elected by Assembly and a member elected by the Faculty Council of Theology.”

As a result, at the last meeting of Assembly Executive, M. Gerwin was elected by Assembly Executive to sit on the Dean of Theology review committee.

d) **Nomination of a Fellow to the Friends of St John’s College Executive Committee**
In the absence of the Dean of Studies, J. Hoskins nominated College Fellow, B. Cantelo to sit on the Friends of St John's College Executive Committee.

**MOTION:** That College Fellow, B. Cantelo be elected to sit on the Friends of St John's College Executive Committee.
J. Hoskins/G. Woodcroft

**MOTION:** That nominations close.
M. Gerwin/G. Woodcroft
6. New Business

a) Budget Report *(pink attachment to the Agenda)*

S. Herwig reported that this report is mainly to see how the summer months fared as far as the operating budget goes. The expenditures shown in the attachment are figures to the end of August 2002.

Although we had the usual number of small conference groups in the Residence this summer, Intensive English Program students were our main customers. Because of the nature of their program, it was difficult to predict accurately the number of students that we would actually have in the Residence at a time. There are programs of different lengths within the IEP, and thus some who came in the summer are staying through to next term, and others were only here for a month or two.

The actual revenue for conferences was down by $19,000.00 from our prediction, and the conference expenditures were also lower, by $13,000.00, from our predicted budget. The bottom line then will not be as high a surplus as we had thought.

However, we had several cushions built into the budget at budget-setting time, and are still confident that we will meet or exceed our targeted $538.00 surplus for this year. The accumulated operating surplus excluding Theology and the Capital Campaign should be approximately $25,000.

b) Faculty of Theology Mission Statement & By-Laws *(purple attachment to the agenda)*

J. Stafford reported that currently, the Faculty of Theology currently operates with two sets of by-laws, and no mission statement. The Faculty of Theology Council developed the by-laws, in hopes of having them approved and all previous by-laws of that council revoked. He also reported that the development of a Mission Statement came as a result of the Faculty of Theology retreat. These items were brought to Assembly Executive and the following motion was made:

**MOTION 1:** That Assembly approve the Mission Statement and By-Laws of the St John's College Faculty of Theology Council, and that all previous By-laws of that Council be revoked.

J. Stafford on behalf of Assembly Executive  
See Motion 3

**MOTION 2:** That in the St John's College Faculty of Theology By-Laws, under item II. 5 add the word “adjudicate” after the words “To receive,”

D. Ebert/J. Hoskins  
CARRIED

There was a discussion about the use of the words “undergraduate & graduate level courses”. It was decided that the original motion should be split into two separate motions in order to proceed with the meeting.

**MOTION 3:** That Motion # 1 is divided into two separate motions, one to approve the Mission Statement, and the other to approve the By-Laws.

J. Hoskins/D. Ebert  
CARRIED

**MOTION 4:** That Assembly approves the St John's College Faculty of Theology By-Laws as amended (in motion 2 above).

J. Stafford on behalf of Assembly Executive  
CARRIED

**MOTION 5:** That Assembly approves the St John's College Faculty of Theology Mission Statement.

J. Stafford on behalf of Assembly Executive  
See Motion 6

**MOTION 6:** That the St John's College Faculty of Theology Missions Statement be referred back to the Faculty of Theology Council for further consideration.

C. Trott/G. Woodcroft  
CARRIED
7. Report from College Committees
   a) Scholarship Committee – Award Report (blue attachment to the agenda)

   E. McShane reported that in January 2001 Assembly authorized the Scholarship committee to act in its name with respect to the final selection of award recipients, and to report its actions at the following meeting of Assembly. The report attached to the agenda is all award winners and alternates selected in the fall of 2002.

   D. McLean asked two questions that E. McShane couldn’t answer as she doesn’t administer the scholarships anymore. She said she would look into the questions and report back in the minutes. The following is the questions and answers:

   1) Donnie Eastwood Memorial Bursary

      Q: The amount advertised for the Donnie Eastwood Memorial Bursary was $1200, is the figure of $1075 shown as awarded on the report correct, and if so why is the amount different?

      A: The amount awarded was $1200. Please correct this item on the report attached to the agenda.

   2) Children of Clergy Bursaries

      Q: The amount advertised for the Children of Clergy Bursaries was $6050, is the figure of $5450 for the 10 bursaries shown as awarded on the report correct, and if so why is the amount different?

      A: The actual amount awarded was $5450. After bringing this to the attention of the Bishop, it was decided the remaining amount of the award would be split between the 10 applicants.

8. Report from College Officers
   a) Warden

      Review of the Dean of Theology
      The Dean of Theology Review Committee will meet on November 20th, 2002.

      Resolutions re: Changes of Statutes
      The resolutions to amend the St John's College Statutes were presented to Synod for consideration, and were passed at the 105th Synod of the Diocese of Rupert’s Land.

      Matriculation Ceremony
      The Warden thanked and commended the Chaplain/Dean of Residence for his contributions in planning and overseeing the Matriculation Ceremony & welcome for the new Dean of Studies, Dr. W. G. Baldwin. 33 people matriculated, and Senior Fellow, Martin Gerwin was the speaker at this event.

      Chemistry Course in SJC
      G. Baldwin, J. Hoskins and H. Duckworth (Head of Chemistry), met to discuss the possibility of holding two first year chemistry courses in St John's College.

      Native Studies
      J. Hoskins, C. Trott and P. Kulchyski (Head of Native Studies), met to explore the possibility of collaborations with Native Studies and St John's College in terms of conferences, residence and other issues.

      Wycliffe College Convocation
      J. Hoskins attended the Wycliffe College Convocation, at which the Archbishop of Canterbury was given an honorary degree.

      New Principal at Renison College
      J. Hoskins attended the installation of Dr. John E. Crossley, Principal and Vice-Chancellor at Renison College.

   b) Dean of Studies

      The Dean of Studies submitted the attached report, as he was unable to attend this meeting.

   c) Dean of Theology

      There was no report from the Dean of Theology
d) Bursar
   Lynn McLean Memorial Garden
   The Lynn McLean Memorial Garden is in its first stages and should be finished in a week or so. It is paid for entirely by donations. Please see S. Herwig or M. Arndt if the noise from the construction is disrupting your class.
   U of M Press Update
   Work is currently being done on the new offices for J. Bumsted (room 314), K. Young (room 315) and the new Canadian Studies Reading and Resource Room (room 316). Once these new spaces have been completed and the contents of the offices are moved over, work will begin on rooms 301, 302 & 303 to prepare them for the U of M Press.

e) Chaplain
   Homecoming
   Our Homecoming Reception and Chapel Service was held on Sunday September 22, 2002. Several Alumni and residence students attended. Thanks are due to Derek McLean, Ted Poulter ’58 and Michael Cutler (Sunday organist) for their dedication to this event.
   Michaelmas Soccer Match
   The Michaelmas soccer match was played on the actual feast day of Michaelmas this year. Rather poor attendance this year has caused some discussion about the possible cancellation of the event next year.
   Bible Study
   A midweek study group meets every Tuesday at 11:30a.m. in the Chapel. The group meets for ½ an hour in study, and then continues with Midday Prayers. All are welcome to participate with this group.
   Founders and Benefactors Service
   The Founders and Benefactors Service is to be celebrated Sunday November 3, 2002 at 11:30a.m. The service will be a celebration of Holy Eucharist.
   Lessons and Carols
   A service of Lessons and Carols will be conducted on Wednesday December 4, 2002 at 3:00p.m.

f) Dean of Residence
   Residence Security System
   Our Senior Don, Mr. Marcus Steeds, has volunteered his learned expertise in Physics to develop a digital residence security system.
   Bosons Women’s Soccer Team
   Sarah Halstead, one of our first year students has made the Bison Women’s Soccer Team.
   2003/2004 Residence Applications
   The College has received requests for 2003 – 2004 applications. These requests are about two weeks earlier than last year’s first inquiries.

g) Development Officer
   Capital Campaign
   D. McLean reported that we have received approximately $800,000 in pledges and donations of our 2 million dollar goal to date.
   Travel
   D. McLean and J. Hoskins will be traveling to Toronto to visit alumni and friends of St John’s College.
   Friends of St John’s College Luncheon
   Senior Don M. Steeds, will give the “What St John’s College Means to Me Speech” at the Friends of St John’s College Luncheon, Sunday November 3, 2002.

h) Registrar
   Convocation
   E. McShane reminded everyone that the 136th annual St John’s College convocation is on Sunday November 3, beginning with a chapel service at 11:30, Lunch at 12:45 (sold out), and the convocation ceremony at 3:00 with a reception to follow.
Evening of Excellence
E. McShane and M. Steeds will be manning the St John's College display at the U of M Evening of Excellence tonight.

i) Librarian
There was no report from the Librarian.

j) Senior Stick
The Senior Stick submitted the attached report, as she was unable to attend the meeting.

9. Any Other Business
Distinguished Professor
D. McLean made the following report, as he wasn’t sure if anyone had mentioned it yet. Our newly elected Visiting Fellow, Dr. Gerald Friesen has been made a Distinguished Professor of the University of Manitoba. Secretary’s Note: This was previously reported at the Assembly meeting of May 15, 2002 in the report from the Warden.

10. Adjournment
MOTION: That the meeting be adjourned.
G. Woodcroft/C. Trott
CARRIED