ST JOHN’S COLLEGE COUNCIL MINUTES

For the Meeting of Wednesday March 24, 2010

Meal at 5:30, Meeting from 8:00 in the Cross Common Room (#108)

Present: S. Alward, B. Beare (Chair), A. Braid, L. Carson, R. Clifton, G. Friesen, L. Froese, J. Hoskins, P. Lampman, J. McConnell, D. Phillips, B. Pope, W. Regehr, J. Stafford, T. Suffield (Acting Secretary) and C. Trott,

Regrets: J. Markstrom, B. Payne, J. Powell, H. Richardson, J. Ripley, L. Roberts

1. Opening Prayer

   P. Lampman opened with prayer

2. Approval of the Agenda

   MOTION: That the Agenda be approved as circulated.
   J. McConnell/L. Carson CARRIED

3. Approval of the February 3, 2010 Minutes

   MOTION: That the February 3, 2010 Minutes be approved as circulated and amended.
   Amendments: a) Warden’s Report – paragraph 3, line 1 – change “are” to “is”. b) Development Officer’s Report – General section – paragraph 2, line 1 - add “be” after “will”.
   C. Trott/S. Alward CARRIED

4. Business Arising from the Minutes

   a) Report from Future Visioning, Development and Strategic Planning Steering Committee

   I. Froese informed Council that the following special meetings have been scheduled with key stakeholders in April 2010: a) Assembly - April 6, 2010 and b) Diocesan Representatives - April 27, 2010. Meetings with students, staff and alumni are yet to be announced.

5. New Business

   a) Budget Summary

   The Budget summary to February 28, 2010 was presented as per attached. I. Froese reported that the year-end budget position for the College will be similar to last year, with a slight deficit expected.

   b) Theology – A New Initiative

   J. Stafford presented the attached report on a new initiative with Providence College. The initiative has attracted a number of letters of concern from College Fellows. After a lengthy discussion of
the issue by the Council, the following motion was approved in the hope of clarifying the matter to those who had voiced concerns:

**MOTION:** That Council request the Warden and the Dean of Theology, along with assistance from G. Friesen, to write a letter to the College Fellows, in an attempt to clarify the matter of this new initiative with Providence College, and that this letter of response be put on the Agenda for the special meeting of Assembly which is scheduled for April 6, 2010.

C. Trott/S. Alward CARRIED

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**c) Policy Proposals from the Development Committee**

**MOTION:** That the Endowed Fund Agreement Policy be approved as presented.

L. Carson – on behalf of the Development Committee CARRIED

**MOTION:** That the Gift Acceptance and Processing Policy be approved as presented.

L. Carson- on behalf of the Development Committee CARRIED

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6. **Reports from Committees, College Officers and Student Council**

a) **Reports from Committees**

**Council Executive**

Council Executive met last month, and brought the matters forward that are present in the agenda tonight.

**Development Committee**

The Development Committee met and offered the proposals noted above under New Business – 5.c)

**Finance & Admin Committee**

At the March 24th 2010 Administration & Finance Committee, the following items were addressed:

- Continued discussions regarding a streamlined and regularized process for the disbursement of the Hobson Fund, from the Diocese.
- Third quarter reports from Magna Vista were reviewed.
- College investments, third quarter report were reviewed.
- College financial statements to the end of February 2010 were received.
- The College budget for 2010-11 was reviewed, and recommended to Assembly.

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b) **Report from Assembly**

R. Clifton presented the following report on behalf of Assembly:

Report from the Chair of Assembly to the Council Meeting on March 24, 2010

St. John's College Assembly meeting was held on Tuesday, March 15, 2008. We considered a number of important issues.

1. The Bishop, the Right Rev. Donald Phillips, made a presentation to Assembly on the visioning process and the search for a new Warden. He told us that he would like to be involved in both processes at the beginning rather than at the end. He is the Chancellor of the College, and it was good for us to be reminded of his concern for the College.

2. A policy on providing office space for retired fellows was presented by the Dean of Studies and approved by Assembly. Basically, the policy will set out more clearly the requirements for retired fellows to maintain either shared or individual office space in the College. We have
often had retired fellows who do considerable work for the College and often they continue to
publish articles and books in which the College is acknowledged. But, the College needs to
have office space to bring in new fellows who will increasingly take over responsibilities in the
college.

3. Two proposals came forward from the Dean of Theology about changing the name of a
theology course and the introduction of a new course. These motions were passed with very
little discussion, but I gather that considerable discussion has been generated in the hallways
and the lounge since the Assembly meeting. It is exciting, to me at least, to have fellows take
such an interest in the theology program and the College. This engagement is positive and I
hope it spills over into the visioning process and the process for selecting a new Warden.

4. Assembly received a report from the Warden that Georgina Lewis has been appointed as the
College Librarian and she will begin April 1.

5. A special meeting of Assembly has been scheduled for April 6, 2010, as part of the planning
and visioning process. Given the recent interest in the affairs of the College, I anticipate that
many fellows will attend the special meeting and energetically engage in advising the steering
committee.

6. Assembly instructed the Dean of Studies and the Chair to Assembly to sent letters to Erin
Palamar, Paul Lampman, Bruce Mahaffy, and Lyle Ford thanking them for their contribution to
the work of the College and to the fellows. Chris and I are pleased to do this. I specifically,
want to acknowledge the support that I received from Erin in my role as Chair of Assembly. No
words can adequately say how much Erin has helped me as Assembly chair, and over the
years she has been with us. I am indebted to her kind-hearted dedication to the College and to
helping me do an adequate job of Chairing Assembly. Not only did she know Roberts Rules of
Order, but she knew the Statutes and By-Laws of the College. She has been very helpful and
very considerate of my limitations in Chairing Assembly.

7. Finally, a new Chair of Assembly replacing me, Susan Close, has been elected.

These were the major issues that were considered at the last Assembly meeting, and I
submit my report to Council with respect.

c) Reports from College Officers and Student Council.

Warden

J. Hoskins presented the following report:

I am pleased to report that all of the candidates for honorary degrees have been notified and
have agreed to accept these honours at our 144th annual convocation on November 7, 2010.
Accordingly, a formal announcement has been issued that the Right Rev. Barbara Andrews
will receive a Doctor of Divinity (jure dignitatis), the Most Rev. James Weisgerber will receive a
Doctor of Divinity (honoris causa) and Dr. Robert Kroetsch will receive a Doctor of Canon Law
(honoris causa). Dr. Kroetsch will give the Convocation address.

As reported at the last Council meeting, on Jan. 7, I met with the Director of Libraries, Karen
Adams, to discuss the process for choosing a new college librarian. As a response to her
budget demands and her resulting staffing plan, she has identified an individual who could
reasonably be reassigned to our library. We agreed that the college would create an ad hoc
committee to interview this candidate with a view to determining the suitability as a college
officer. Assembly Executive formed this committee and it has met with Karen Adams. The
committee met with the candidate on Feb. 2 and gave me the unanimous advice that she be
nominated to Assembly as the College librarian. Accordingly, at the last Assembly Executive meeting I nominated Georgina Lewis as our College librarian. Assembly subsequently elected Ms Lewis as our College Librarian, with this appointment to begin on April 1.

On Feb. 11, the Dean of Theology, the Bursar, the Chair of Finance and Administration and I met with representatives of the Diocese of Rupert’s Land to discuss our mutual interest in and support for theological education, as well as the implications for the Faculty of Theology. Those discussions will continue.

I continue to meet with the Strategic Enrolment Management committees and, in addition, meet with the Student Satisfaction and Retention sub-group.

I have been asked by the President’s Office to represent the University of Manitoba at the Entrance Ceremony at Momoyama Gakuin University on April 1, at Momoyama’s invitation. I will be travelling to Osaka on March 29 and returning on April 4.

Our Registrar, Erin Palamar, will be going on long term disability at the beginning of April and will not be returning to her position at the College. We are reviewing the job description for this position and will be conducting a search to fill it shortly. We will be having a reception to celebrate Erin’s many contributions to St John’s College with the date and time to be determined and announced at a later date.

Janet A. Hoskins, Ph.D.

Dean of Theology

J. Stafford presented the following report:

As we conclude this academic year, I can point to a successful and stimulating group of students having completed excellent work. Three students will graduate with the Advanced Certificate at Convocation in November, all matters being successfully concluded. The Faculty’s academic programs are under serious stress, as a result of which, it will not be possible to offer the Diploma in September 2010. Nonetheless, we will continue to offer courses in Anglican and biblical studies if demand is present.

Bursar

Bursar’s Report to Council – March 24, 2010

We are currently in the middle of the budgeting process for the 2010-11 budget year, with a mandate to strike a balanced budget excluding Theology. It has become clear over the last two fiscal years that the our traditional cushions, or conservative budgeting techniques are no longer adequate for the current realities of our operations, and we will be working diligently to increase our margins in order to more effectively budget for the coming year. The Facilities Manager position will be ending on March 30th, and we are beginning the process of preparing for the re-distribution of those duties as we get ready for the summer conference season. Bruce will certainly be missed, and we are very grateful for the years he has spent at St John’s.

Sadly, Erin Palamar has decided she will not be able to return to work, and will be going on long term disability start April 3rd. Tom Suffield has been dutifully filling in on a temporary basis, but we will now be starting the process of looking for a permanent replacement. Erin will also be greatly missed and we wish her all the best.
And one final staffing note, as you all have probably heard, Paul Lamman has discovered a new opportunity and will be moving on to new endeavours. We congratulate Paul, and will start the process of bringing in a new Dean of Residence.

Dean of Studies

C. Trott presented the following verbal report:

The Dean of Studies was asked by the Warden to sit on the U. of M.’s OARS Committee. It presented an opportunity for the College to tell other areas of the University about the positive aspects of “community” that the College has to offer.
J. Stafford and F. Carrol offered a highly informative “Soup and Bread” Lecture in March on tablets from the Middle East.
B. Beare and C. Trott raised $2,173.95 for Cancercare Manitoba at the College’s “Rip the Strip” event held in University Centre in March.
The annual College Grads Farewell Banquet was held on March 20th at Bergmans banquet hall. Students, faculty, staff and guests had a very enjoyable evening of dining and dancing in honouring the spring 2010 College grads.

Chaplain & Dean of Residence

P. Lampman presented the following report:
The Residence occupancy level is high. We have four vacancies but IEP will take two more rooms for April.
The exterminator brought in a sniffer dog at the College’s request to determine if there was any bed bug activity. On March 24 two rooms were treated.

Chapel Worship and Activities

<table>
<thead>
<tr>
<th>Day</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td>4 pm Holy Communion (Holy Eucharist)</td>
</tr>
<tr>
<td></td>
<td>7 pm Choral Evensong (1st Sun. each month with “All the King’s Men”)</td>
</tr>
<tr>
<td>Monday</td>
<td>9 am Morning Prayer, 12 p.m. Mid-Day Prayer</td>
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<tr>
<td>Tuesday</td>
<td>9 am Morning Prayer, 12 p.m. Mid-Day Prayer</td>
</tr>
<tr>
<td></td>
<td>4:30 pm Alpha Course; 9:40 PM Compline</td>
</tr>
<tr>
<td>Wednesday</td>
<td>9 am Morning Prayer, 12:30 p.m. Holy Communion (Eucharist)</td>
</tr>
<tr>
<td></td>
<td>2:30 Bible Study Group</td>
</tr>
<tr>
<td>Thursday</td>
<td>9 am Morning Prayer, 12 p.m. Mid-Day Prayer</td>
</tr>
</tbody>
</table>

Lenten Study

We are using the Campus Alpha Program, meeting at 4:30 on Tuesdays in the Quiet Room (111 SJC). We share some food and refreshments while we watch a presentation and then there is time to discuss it together. We have had twelve participants.

Brewing Belief, Fermenting Faith or Tapping into a Higher Power
This Weekly Discussion Circle meets at Wise Guys on Campus (4th floor University Centre) every Thursday at 3:30. There is no formal agenda. Choose your own topic or bring your own questions.

Meditation Practice
After Morning Prayer we have an opportunity to learn about and practice silent meditation in the Chapel. This is a great way to relieve stress and get closer to God.

Bible Study
This is a simple format where we read the text together and discuss the meaning of it for our lives. Time: Wednesdays at 3:30 p.m. in the Chaplain's office.

**Weekday Worship**
Informal prayer is offered at 9 a.m. and noon, Monday through Thursday, with a more formal Holy Eucharist at 12:30 pm on Wednesday.

**U of M Chaplaincy Association**
St Paul's hosted the World Day of Prayer Service on March 3, 210. On March 10 the Chaplains held the annual PB Jam event in support of the Boys and Girls Clubs of Winnipeg. We made 2400 sandwiches in 4 hours, that's a lot of spreading and stuffing into bags. We are excited to say in the 13 years that we have been holding the event we have now made 25,425 sandwiches. This year we sent 1100 sandwiches to 10 different Boys and Girls clubs and 1300 to Winnipeg Harvest. The bagels and bread that was left was sent to Winnipeg Harvest and the Salvation Army.

**Development Officer**

J. Markham presented the attached report in absentia:
Development Officer Report to Council
24th March, 2010

**Fundraising**

Funds raised to date - $174,349.47 which includes approximately $27,638.40 capital campaign pledges collected and directed to the UofM. We have not yet received the donations made through the UofM for February.

**Stewardship**

I have met with several donors over the past couple of months. Maureen and I are continuing to call and thank every donor when their donation is received.

**Alumni/Marketing/Communications**

I am currently working on the spring issue of In Lumine. The aim is for mail out at the end of April beginning of May.

Approximately 5 staff and students will be preparing a dinner for families at Ronald McDonald House on Thursday, 18th March.

The Donate Now button has been added to our website. And, the web page for Development has been updated.

**Staffing**

Maureen and I attended an education session on connecting/communicating with younger donors.

I have applied to Young Canada Works for a summer placement.

A Gift Agreement has been reviewed and accepted by the Development Committee.

The Development Plan has been reviewed and accepted by the Development Committee.

**Registrar**
T. Suffield presented the following report:

1. **2009 St John's College Annual Report**

   Work continues on the preparation and completion of the 2009 SJC Annual Report. A majority of the report has been completed, but a few contributor areas are still outstanding.

2. **2010-2011 St John's College Promotional Booklet**

   Updating of the St John's College Promotional Booklet is underway. It is hoped that the print version of the booklet will be available for distribution at the annual U. of M. Parent's Program event in late spring.

3. **U. of M. Info Days**

   The U of M's Info Days event was held on February 17th and 18th this year. St John's College once again had a display booth in University Centre, and SJC staff and students interacted with high school students from across Manitoba and Northwestern Ontario, to let these students know the benefits of College membership. Our statistics show a significant increase in contacts with prospective students over last year - (327 contacts in 2010 compared to 139 contacts in 2009). Thanks have to go to Paul Lampman, Jackie Markham, Maureen Kolodie, Diana DeFoot, Shelly Tomchuk and student Andrew Race, who all played roles in the successful operation of our Info Days display in University Centre, as well as Kieran Moolchan and Rui Zhou, the student volunteers who did the College tours.

   **Senior Stick**

   No report available.

7. **Any Other Business**

   **MOTION:** That the Chair of Council send letters of thanks and gratitude to the following College employees who will be leaving the College this spring:

   Erin Palamar – Registrar
   Bruce Mahaffy Conference/Facilities Manager
   Paul Lampman – Chaplain/Dean of residence
   Lyle Ford – Librarian

   **C. Trott/S. Alward**

   **CARRIED**

8. **Adjournment**

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

   **B. Beare – on behalf of Council**

   **CARRIED**

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3. **U. of M. Info Days**

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- Paul Lampman – Chaplain/Dean of residence
- Lyle Ford – Librarian

**C. Trott/S. Alward**

**CARRIED**

8. **Adjournment**

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

**B. Beare – on behalf of Council**

**CARRIED**

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G. Baldwin (Chair of Finance and Admin. Committee).

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

Chair: [Signature]  
Secretary: [Signature]  
Date: May 26, 2010
### Summary to February 28, 2010

#### EXPENDITURES

<table>
<thead>
<tr>
<th>Category</th>
<th>2008-09</th>
<th>2008-09 Year to Date</th>
<th>2009-10 Year to Date</th>
<th>Budget</th>
</tr>
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<tbody>
<tr>
<td>Admin &amp; Clerical U of M</td>
<td>486,484</td>
<td>413,276</td>
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<td>Admin &amp; Clerical SJU</td>
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<td>Theology</td>
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<td>109,485</td>
<td>88,361</td>
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<td>Trf from Theo Accum Surplus to Trust</td>
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<td>Chapel</td>
<td>32,517</td>
<td>29,282</td>
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<td>33,250</td>
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**TOTAL EXPENDITURES**

|                   | 2,183,147 | 1,907,284 | 1,940,328 | 2,263,924 |

**TOTAL EXPEND. (Ex. Theo.)**

|                   | 2,052,083 | 1,797,789 | 1,891,967 | 2,188,583 |

**TOTAL EXP (ex.Theol.&CapC)**

|                   | 2,052,083 | 1,797,789 | 1,891,967 | 2,188,583 |

#### SOURCES

**Previous Year Trust Revenue**

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<tr>
<th>Category</th>
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<th>2008-09 Year to Date</th>
<th>2009-10 Year to Date</th>
<th>Budget</th>
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<tr>
<td>Theology</td>
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<td>18,511</td>
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<td>College Operations</td>
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<td>61,803</td>
<td>63,273</td>
<td>93,510</td>
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**Subtotal**

|                   | 123,287  | 85,501 | 101,087 | 145,408 |

**Current Sources**

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<th>Category</th>
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<th>2009-10 Year to Date</th>
<th>Budget</th>
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</thead>
<tbody>
<tr>
<td>Admin &amp; Clerical U of M</td>
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<td>12,771</td>
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<td>4,199</td>
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<td>1,990 moved to SJJC Admin budget</td>
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<td>Conferences &amp; Summer Res.</td>
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<td>130,460</td>
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<td>Theology</td>
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<td>Development</td>
<td>9,004</td>
<td>9,004</td>
<td>0</td>
<td>100</td>
</tr>
</tbody>
</table>

**Total Current Sources:**

|                   | 2,017,702 | 1,845,438 | 1,880,344 | 2,119,630 |

**TOTAL SOURCES**

|                   | 2,140,989 | 1,930,739 | 1,981,431 | 2,265,038 |

**TOTAL SOURCES (ex. Theo.)**

|                   | 2,044,162 | 1,861,337 | 1,927,078 | 2,187,998 |

**" " (ex. Theo.&Cap.C.)**

|                   | 2,044,162 | 1,861,337 | 1,927,078 | 2,187,998 |

#### CUR. OP. SURPLUS

|                   | -42,158   | 23,455    | 41,103    | -18,886  |

#### CUR. OPERATING (ex. Theo.)

|                   | -7,921    | 63,548    | 75,111    | -585     |

#### CUR. OPER. (ex. Theol.&Cap.C.)

|                   | -7,921    | 63,548    | 75,111    | -585     |

#### ACCUM. OP. SURPLUS

|                   | -125,556  | -84,463   | -144,452  |

#### AC. OP. SUR (ex. Theo.)

|                   | -52,770   | 22,341    | -53,355   |


|                   | 43,028    | 118,139   | 42,443    |
In the event, another opportunity to develop and explore your personal, professional, and academic growth.

Report to College Council: 24 March 2010

Is John’s College
Endowed Fund Agreement

THIS AGREEMENT dated as of the ____ day of __________, 20_

BETWEEN:

[name of donor(s)]
(the “Donor”)

- and -

ST JOHN’S COLLEGE
(the “College”)

In consideration of the below terms and conditions, the parties agree as follows:-

1. Establishment

The College hereby agrees to establish the __________ Endowed Fund (the “Fund”) in accordance with the terms of this Agreement, with a minimum of $________ in aggregate contributions [insert the required minimum for the particular endowment being established.]

2. Purpose

The purpose of the Fund shall be:
[possible options: “To support the general purposes and programs of the College.” “To support research in the field of ...” “To establish a scholarship (or bursary) as set out in the Terms attached; “To ...” [Describe particular purpose other than one of the above options.]]

3. Donation Amount and Timing

This endowment shall be funded with the following:
[include all applicable item]:

a) A cash gift of $________.

b) A gift of securities (or real property) valued at $________. [If the value is unknown, the property may be described.]

c) A gift of the remainder interest in a charitable remainder trust executed on [date].

d) A gift of the residual interest in [description of property] executed on [date].
e) A portion of a charitable gift annuity executed on [date].
f) A life insurance policy assigned to the College on [date].
g) Any other gifts or bequests that [name] or other persons may designate for this purpose.
h) Additional gifts that the Donor intends to complete by [date] which, when added to the initial gift, total at least $_______.

In accordance with the terms of the College’s Gift Acceptance Policy the Fund must reach a minimum of $[insert amount] by _______ (five years from date of receipt of the first payment). If this amount is not reached by that date, the Fund may be terminated in the discretion of the College Council. If the Fund is terminated the amounts will be used for the general purposes nearest to the Donors’ restrictions, as determined by the College in its discretion.

4. Investment

The Donor intends that the property contributed for the Fund, or other property substituted for it, shall be invested by the College or its designate(s) as a permanent endowment, unless the purpose is amended in accordance with Section 6 hereof, but in no case shall the contributed property, or property substituted for it, be held for a period of less than ten (10) years, in accordance with the definition of “enduring property” under Section 149.1(1) of the Income Tax Act, as amended from time to time.

The spending allocation from the Fund shall be used for the purposes authorized by this Agreement. The investment, management and expenditure of all funds shall be in accordance with the College investment policies, as amended from time to time.

The Donor saves and holds harmless the College, its employees, agents, representatives and service providers, from any and all claims related to the investment or management of the Fund. The Donor recognizes that the value of the Fund will be subject to market fluctuations and that the College, either directly or through its designate(s), is an appropriate entity to invest and manage the Fund.

6. Amendment

This Agreement may be amended by the mutual written consent of the College and the Donor during the Donor’s lifetime, provided that if: (a) changed circumstances should make it impractical to continue using the spending allocation from the Fund for the designated purpose and the Donor either is not living or not able to consent to an amendment; or (b) the designated purpose no longer complies with the law, then the College in its discretion may re-designate the purpose of the endowment spending allocation, provided that the Fund shall continue to bear the name of _______ and the amended terms shall adhere as clearly as possible to the Donor’s original intent for the Fund.
7. **Entire Agreement**

This Agreement constitutes the entire agreement between the parties and all previous agreements, proposals, or communications relating to the subject of this Agreement are hereby superseded and of no force or effect. There are no warranties, representations, terms, conditions (express or implied), other than as set out in this Agreement.

8. **Enurement**

This Agreement shall enure to the benefit of and be binding upon the parties hereto, and their respective heirs, executors, administrators, successors and assigns.

9. **Jurisdiction**

This Agreement shall be governed by the laws of the Province of Manitoba, and the courts of that province shall have exclusive jurisdiction to determine any dispute hereunder.

**IN WITNESS WHEREOF**, the parties have executed this Agreement effective as of the day first written above.

[INSERT NAME OF DONOR]

ST JOHN’S COLLEGE

Per: ______________________

Witness

Witness
St John’s College Development Office
Gift Acceptance and Processing

The following procedures have been established for the orderly acceptance, processing, acknowledging, and recording of gifts. This is to ensure that:

1. Each donor receives prompt and appropriate acknowledgment;
2. All gifts are properly receipted and recorded;
3. Members of the administration, faculty, and volunteers are kept reasonably informed; and,
4. A central record is maintained on all gifts.

These procedures have been established to handle efficiently and expeditiously the flow of gifts to their respective designations. All gifts will be sent to the Development Office.

A gift is defined as any transfer of personal or real property made voluntarily and without consideration. Gifts of stocks and securities, insurance, annuities, RRSP’s, real estate, equipment, books, works of art, gifts by bequest and charitable remainder trusts, and gifts-in-kind are subject to special handling and should be referred separately to the Development Office.

A. Acceptance of Gifts

Gifts processed in the Development Office may be made in three forms:

1. outright;
2. conveyance of a gift wherein the donor retains some interest such as in an annuity or Charitable remainder trust; and,
3. a bequest through the donor’s will.

In every instance, official acceptance of all gifts by the Development Office will be made based upon previously approved policies and recommendations of the Warden and the Development Officer. Only those gifts which are in conformity with the needs of the College will be accepted. The College reserves the right to refuse any gift which is judged to be inconsistent with institutional needs, the College mission, or set policies, or for which College resources are too limited to administer or maintain the gift properly. In addition, only those gifts from which disbursements are to be made on a nondiscriminatory basis or in conformance with affirmative action programs and policies will be accepted.

B. Restrictions

The donor should indicate in writing the nature of any restrictions that he or she wishes to place on the use of a particular gift. In the event such restricted funds cannot be used within a reasonable period of time, the restriction will be re-negotiated with the donor. The College reserves the right to refuse a gift, as per the paragraph above.

C. Bequests

Gifts in the form of bequests should be carefully planned by the donor in consultation with his or her legal and tax advisors and family. The Development Office will be available to assist upon request. An undesignated bequest received of less than $10,000 will be directed to the General Endowment fund for general College use. Bequests of $10,000 or more will be brought forward to Council.
Gift Acceptance and Processing (cont) 2...

D. Special gifts

Gifts of real and personal property, stocks and securities, annuities, insurance policies or gifts-in-kind require special handling. The Development Office is to be contacted immediately if gifts of this nature are contemplated.

E. Guidelines in Gifts of Personal Property

Gifts of furniture, art, collectibles such as coin sets, rare books, archival or library collections, and other miscellaneous personal property should adhere to the following guidelines:

1. General provisions for accepting any gift rest with the St John’s College Council on recommendation from the Development Committee, and usually include the following conditions:
   a. The gift can be sold easily.
   b. The gift is useful or of value to the College.
   c. No commitment will be made to keep this item.

2. A valid independent appraisal will be provided by the donor, {usually} at the donor’s expense. If acceptable to the College, it will be used as follows:
   a. To determine the donor’s charitable income tax receipt.
   b. To establish an asking price for resale.
   c. To establish the value for carrying the assets on the College’s records and for insurance purposes.

   If unacceptable, a second evaluation will be obtained at the donor’s expense.

3. Other considerations before deciding to accept or reject the gift of personal property will be:
   a. The cost of selling.
   b. Storage or display cost.
   c. Transportation cost.
   d. Maintenance and repair costs.
   e. The location of the property.
   f. Restrictions placed by the donor, if any.
   g. Public relations impact, if any.

4. A receipt for income tax purposes will be issued by the College in a timely manner, once the College is in possession of the gift.

5. The Development Office will advise the potential donor of the following requirements which adhere to Canada Revenue Agency (CRA) guidelines:
   a. An appraisal needs to be done to determine fair market value (FMV). If the gift is $1000 or less, a qualified staff member at the university can appraise it. Interpretation Bulletin IT-297R2 indicates that: “The person who determines the fair market value of the property...
**Gift Acceptance and Processing (cont)** 3...

must be competent and qualified to evaluate the particular property being transferred by way of a gift.”

b. The donation date is the date the donor legally transfers ownership to the donee.

c. The donor will sign a “deed of gift” in favour of the College in a form approved by the College.

d. The College will issue a receipt stating the FMV of the gift, once the object has been appraised.

CRA has indicated that unless there is a restriction by the donor, or unless the gift falls under the *Cultural Property Export and Import Act*, then the College is free to dispose of the gift as it wishes. Any further specific details should be checked with the Development Office, who in turn will consult with the CRA, or if necessary, obtain legal advice.


Approved by the Development Committee November 19, 2003 and by College Council January 28, 2004 with revision pertaining to name of CCRA (now CRA).

Approved by the Development Committee 3rd February, 2010 and by College Council...