ST JOHN’S COLLEGE COUNCIL MINUTES

For the Meeting of Wednesday May 27, 2009


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

2. Approval of the Agenda
   Add item 6. a) Development Office Appointments and re-letter the remaining items b), c) and d).

   **MOTION:** That the agenda be approved as amended.
   J. Ripley/J. Stafford
   **CARRIED**

3. Approval of the January 28, 2009 Minutes (attachment 1 to the agenda)
   **MOTION:** That the Minutes of January 28, 2009 be approved as circulated.
   D. Phillips/J. Hoskins
   **CARRIED**

4. Approval of the April 8, 2009 Meeting Notes (attachment 2 to the agenda)
   On page 3, item V) change “straying” to “staying” and item vii) change “her” to “he”.

   **MOTION:** That the Notes from the meeting of April 8, 2009 be approved as corrected.
   J. McConnell/P. Penner
   **CARRIED**

5. Business Arising from the Minutes
   a) Vending Machine Update (for the Fisheries Building)
      I. Froese reported that Pepsi Cola is providing us with a drink machine for free, and we can purchase a food vending machine for less than $3000 therefore, Council does not need to approve the expenditure as it is less than $5000.

   **b) Development Officer Appointment Policy**
      The current policy states that: "The Warden will strike a search committee to advise him/her on this appointment. The membership of this committee shall include an Alumni representative, a student representative, and a member of the Administrative Staff. The Warden subsequently makes a nomination to Council for appointment."

      **MOTION:** That the policy to appoint the Development Officer be amended by replacing "a student representative" with "a Fellow".
      J. Hoskins on behalf of Council Executive
      **CARRIED**

6. New Business
a) Development Office Appointments

The Warden struck a search committee to advise her on this appointment. The membership of this committee was: Bernie Beare, Assembly Rep; Louise Carson, Alumni Rep; Lance Roberts, Fellow Rep; and Ivan Froese, Admin Staff. The Warden nominated Jackie Markstrom to Council, for appointment as the Development Officer.

Mrs Markstrom has a BA with a Fine Art History Major from the University of Toronto and holds a CFRE, which is the professional credential for philanthropic fundraising executives. She is currently the Manager of Development for the Open Access Resource Centre and was the Direct Mail Coordinator for the Manitoba Museum prior to that. Jackie has given numerous presentations on ethics in fundraising and on the essentials of fundraising. She sits on a number of volunteer boards and is very active in the Association of Fundraising Professionals.

MOTION 1: That Jackie Markstrom be appointed the Development Officer as of August 1, 2009.
J. Hoskins/H. Richardson
CARRIED

J. Hoskins reported that Maureen Kolodie’s terms as the Development Officer was to end June 30, 2009 however, Jackie Markstrom is unable to start in the position until August 1, 2009. Council extended the appointment of Maureen Kolodie as Development Officer until July 31, 2009.

Maureen was appointed to the term position of Development Officer with the idea that she would be able to take up her previous roll of Assistant to the Development Officer if she so desired when her term was up. This appointment is made by the Warden. Janet reported that she is very grateful to Maureen for the stellar work that she has done in leading the Development Office through this time of transition.

MOTION 2: That Maureen Kolodie’s term as the Development Officer be extended until July 31, 2009.
J. Hoskins/G. Baldwin
CARRIED

b) Membership on the Finance and Administration Committee

MOTION: That G. Baldwin be appointed to the Finance and Administration Committee for a one-year term ending June 30, 2010.
J. Hoskins/J. Powell
CARRIED

c) Election of a Vice-Chair

The Vice-Chair must be a Diocesan Council Representative. B. Beare asked that we table this item until the September meeting when we have a full slate of Diocesan Council representatives and he can get agreement from someone to let his or her name stand for election as vice-chair.

d) 2009/2010 Meeting Dates

E. Palamar reported that these dates will be circulated to each Council member over the summer and will also be available on the College website.

**Council Executive**

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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>Tuesday, September 15</td>
<td>@ 2:30 p.m.</td>
<td>Wednesday, September 30</td>
<td>@ 5:30 pm</td>
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<td>Tuesday, November 17</td>
<td>@ 2:30 p.m.</td>
<td>Wednesday, November 25</td>
<td>@ 5:30 pm</td>
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<td>Tuesday, January 19,</td>
<td>@ 2:30 p.m.</td>
<td>Wednesday, February 3</td>
<td>@ 5:30 pm</td>
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<td>March 9, 2010</td>
<td>@ 2:30 p.m.</td>
<td>Wednesday, March 24,</td>
<td>@ 5:30 pm</td>
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<td>May 11, 2010</td>
<td>@ 2:30 p.m.</td>
<td>April 21, 2010 (Thank-you Dinner, no meeting)</td>
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<td>Wednesday, May 26, 2010</td>
<td>@ 5:30 pm</td>
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**MOTION:** That the 2009/2010 meeting dates be approved with the understanding that the dates can be changed at a later time if required.
7. Reports
   a) Reports from Committees
      Council Executive
      B. Beare reported that the Executive committee met and discussed the items on this agenda and that he is also negotiating to have a position filled on the Finance and Administration committee.

   b) Report from Assembly
      R. Clifton reported that at its meeting on May 20, 2009 Assembly:

      - Renewed the Fellowships of Ryan Eyford (Research Fellow), Sheila Simonson (Research Fellow), David Punter (Visiting Fellow), and elected Anthony Waterman as a Visiting fellow; each for a one-year term.

      - Approved the terms of the Art, Music and Social Committee, approved the meeting dates for the upcoming year and received reports from College officers.

   c) Report from College Officers & Student Council
      i) Warden
         J. Hoskins submitted the following written report for the minutes:

         We have received our 2009/10 operating budget from the University of Manitoba. It has been reduced by 1% and so we will be looking at our operating budget to remove approximately $5000 from it.

         I have been attending the U of M Convocation ceremonies this week. There are 6 in total and we have students at all of them. The Dean of Theology represented the College at the first of these because, Dr. Egil Grislis, who is an SJC Visiting Fellow and was John Stafford's PhD supervisor, was being made a Professor Emeritus at that session.

         On May 7, the Bursar and I attended an educational session given by Greystone Financial anagement on the effect on interest rate changes on endowment funds.

         On June 8 and 9, I will be participating in a retreat for Deans, Directors and senior administrators to talk about the U of M budget.

         On June 11 and 12, I will be participating in alumni events in Victoria and Vancouver, respectively. Our Development Office has made many phone calls to our graduates and friends in those cities and we are hoping for a good turnout. On June 19 - 22, I will be attending the Heads of Anglican Colleges meeting at Huron College in London, Ontario. On both of these trips, I will visit with other alumni.

         The Donor Wall committee has approved designs for both the Donor Wall and the wall of "bricks" and we anticipate installation of these "walls" in the fall, with a celebration to be scheduled soon after. The designs are very attractive and promise to add to the attractiveness of the Galleria space.

         This is the last Council meeting for Dr. George Baldwin, as our Acting Dean of Studies. I want to thank him, both personally and on behalf of the College for stepping in to take on this role and for all of his work on behalf of the College.

         Further to the Warden's report:
         This is the last Council meeting for Paul Cloutier. Janet Hoskins presented Paul with a College scarf as a token of appreciation for his 12 years of service to Council as a Diocesan Council Representative and for his service in other capacities such as sitting on the Finance and Administration Committee and his terms as vice-chair of Council.
ii) **Dean of Theology**
J. Stafford reported that although we are not offering the Diploma in Applied Theology Program, we will be offering the Advanced Certificate in Applied Theology Program.

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

**Construction**
Washrooms — Construction on the first level washrooms in the Residence is underway, and should be completed in the next few weeks.
Tunnel — Construction of the tunnel area has also started, and jack-hammering began last week. The Daily Bread Café is still open, and is accessible via the patio entrance. There is some concern regarding the stability of the tunnel walls due to the jack hammering, and they have been braced and will continue to be monitored. The project is scheduled to take 4-6 weeks.

**Summer Conferences**
Our summer conference season is in full swing. Already we have hosted the Winnipeg Woodcarvers group, and once again have a large group of IEP students who will be with us for a large portion of the summer. We also have a particularly high number of regular students, and shortly we will be hosting athletes from Team Canada Volleyball.

**Beautification Day**
Took place on May 21st. Once again the College grounds received a lot of attention and looks very nice as we head into summer.

**Roof Repairs**
The roof of the original College Building will be replaced this summer. Physical Plant will be providing the funding for this.

**Organ Pipes**
The new organ pipes have been received and will be installed in the next week or two. Funding for the replacement pipes was supplied by generous donations from Faculty, as well as money previously set aside for this work, which also came from donations.

Items brought up at the end of the Bursar’s report:

1) **The Hobson Trust and the Sinclair Trust**
P. Cloutier reported that Diocesan Council has made a decision not to award their trusts if there is no income earned. The Diocesan reps would like to meet with SJC reps to discuss the Hobson, and Sinclair trusts as they are unlike the rest of their trusts and need to be treated differently.

iv) **Acting Dean of Studies**
G. Baldwin did not make a report.

v) **Chaplain/Dean of Residence**
There was no report as P. Lampman sent regrets to the meeting.

vi) **Development Officer**
M. Kolodie sent regrets to the meeting; however the following report was distributed at the meeting on her behalf:

**Donor Wall/Bricks**
All the information required for the donor wall will be sent to Brook Recognition Systems by Friday, May 29, 2009.
Manitoba Scholarship and Bursary Initiative (MSBI)
We have received $30,000 from the Manitoba Scholarship and Bursary Initiative (MSBI). This will be applied to the qualifying scholarships and bursaries. We have also received notification of a $5000.00 estate gift.

Donations/Pledges (2008/09)
During the fiscal year 2008/09 we received $363,355 in donations. There is also an additional $320,194 in outstanding pledges.

Other
I am attending six half-day workshops on the Essentials of Fundraising that are being delivered at Red River College in conjunction with the Manitoba Chapter of the Association of Fundraising Professionals.

vii) Registrar (attachment 1 to the minutes)
E. Palamar reported that she usually circulates the membership statistics as this meeting but because she does not have the information from the U of M yet she will circulate the report with the minutes for information.

viii) Senior Stick
There was no report as L. Van De Spiegle sent regrets to the meeting.

8. Any Other Business
Nil

9. Adjournment
MOTION: That the meeting be adjourned.
G. Baldwin/J. Stafford
CARRIED

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

Chair  Secretary  Date

[Signatures]