ST JOHN’S COLLEGE COUNCIL
MINUTES
For the Meeting of Wednesday November 24, 2004


Regrets: A. Braid, P. Cloutier, A. Perry, and H. Richardson.

1. Opening Prayer
   P. Lampman opened the meeting with prayer.
   B. Beare also asked Council members to keep Art Braid and his family in our prayers.

2.0 Guest Speaker
   We were unable to arrange for a guest speaker.

2.1 Introduction of new members
   New Council members Kalyn Bomback, Senior Stick, and Bill Pope, Diocesan Council Representative, were introduced to Council.

3. Approval of the Agenda
   Change item 7. “New Business” to 6 and renumber the remaining items.
   MOTION: That the agenda be approved as corrected.
   N. Cameron/K. Bomback CARRIED

4. Approval of the September 29, 2004 minutes (attachment 1 to the agenda)
   Please take note of the “SECRETARY’S NOTE” that was in the minutes under item 9.a):
   SJC Council does not actually appoint the Synod representative. SJC Council makes a recommendation to Diocesan Council regarding the appointment of the Synod representative.
   Since our last meeting, C. Trott was appointed to Synod by Diocesan Council.
   MOTION: That the minutes be approved as amended.
   N. Cameron/L. Carson CARRIED

5. Business Arising from the Minutes
   a) St John’s College Employment Policy Amendment (attachment 1)
      MOTION: That the amendment to include the omitted description of the Assistant Bursar to the Employment Policy be approved as shown in attachment 1.
      J. Hoskins on behalf of Council Executive CARRIED

6. New Business
   a) Membership on the Development Committee
      MOTION: That Kaye Dunlop be appointed to the Development Committee.
      L. Carson/J. Hoskins CARRIED

   b) I. Luke’s Leave of Absence Request (attachment 3 to the agenda)
      MOTION: That Council approves I. Luke’s paid leave of absence, with the understanding that no replacement instructor costs will be incurred.
      J. Hoskins on Behalf of Council Executive CARRIED

7. Reports
   a) Reports from Council Committees
      i) Finance Committee
         1. Residence Dining Hall
            The college has a policy that Council must approve expenditures over $5000, therefore, the following motion to renovate the residence dining area was made:
MOTION: That Council approves spending $12,000 to renovate the residence dining area, from the pledge of $25,000 specifically for the Residence. N. Cameron on behalf of the Finance Committee CARRIED

2. Budget Summary
The attached budget summary was circulated to Council as information.

ii) Development Committee
L. Carson submitted the following written report for the minutes:
The Development Committee met on November 1, 2004 and received information on the following items:
- an update from the Development Officer on the Capital Campaign funds to date
- welcomed Anthony Waterman to the committee
- several small housekeeping items including revisions with the bursary numbers and research into fundraising software for future use
- 1-2 positions to be filled on the committee with some contacts made.

b) Report from Assembly
There is no report, as Assembly has not met since our last Council meeting.

c) Reports from College Officers
i) Warden
- J. Hoskins reported that she and D. McLean have been hosting alumni receptions in the Winnipeg area.
- J. Hoskins and D. McLean were in Toronto at an alumni event. They put up a SJC display and had some good visits.
- The Primate was in Winnipeg to give the talk at the Friends of the Bishop Dinner. While he was here, he also gave a talk to the SJC Theology students at a lunch in the Quiet Room.
- The Chapel Strategic Planning Committee met. A. Waterman is preparing a history of the chapel and will also be soliciting historical material from former College Chaplains. The Committee hopes to make a report to Council on the present state of the Chapel and the future of the Chapel, with recommendations, at the May meeting of Council.
- The Warden, Dean of Studies and Bursar are working on the budget submission to the U of M.

ii) Dean of Theology
- Convocation went very well. Theology graduate Helen Hunter received her Testamur.
- I. Luke and J. Stafford visited with the Bishop of North Dakota. I. Luke was invited to go back to do ministry work there.
- J. Stafford was in Toronto to give a paper, which was well received.
- Classes are winding down now for this term and will begin again in the New Year.

iii) Dean of Studies
G. Baldwin reported that the Marjorie Ward Lecture will take place on February 24, 2005 and the lecturer will be Tom Berger.

iv) Bursar
I. Froese submitted the following written report for the minutes:
Chapel Organ
Unfortunately the parts ordered for the Chapel did not arrive in time for Convocation as had originally been hoped. They did arrive recently however, and implementation should be completed in the near future.

Staffing
Bruce Mahaffy has been hired as the new Conferences & Facilities Manager and is scheduled to start on December 6th. Bruce comes to us from the Delta Hotel, where he was employed both as a Building Engineer and Housekeeping Manager. We are certainly looking forward to his arrival. Also, the term position for our receptionist (Carla White), expires on December 23rd. The position will be posted as permanent before the Christmas break.
Budget
As reported by the Chair of Finance, the current budget year looks strong due in large part to a successful summer conference season, and we certainly hope that trend continues to the end of this fiscal year.

And finally I would like to express my appreciation to Norm Cameron for all his years of service as Chair of the Finance Committee. Norm has been a great leader of that Committee and will be missed.

v) Chaplain
P. Lampman submitted the following written report for the minutes:
Chapel Worship and Activities:
Sunday 3 PM Study Group
4 pm Holy Communion (Holy Eucharist)
7 pm Choral Evensong (1st Sun. each month with “All the King’s Men”)
Monday 9 am Morning Prayer, 12 noon Mid Day Prayer
Tuesday 9 am Morning Prayer, 12 noon Mid Day Prayer, 9:40 PM Compline
Wednesday 9 am Morning Prayer, 12 noon Holy Communion (Eucharist), 3:30 PM Choir
Thursday 9 am Morning Prayer, 11:30 Study Group, 12 noon Mid Day Prayer

The Rev. John Stafford is Honorary Assistant for the Chapel Community. Mr. Michael Cutler is our Chapel Musician and Director. We have begun a Chapel music group called “Holy Smoke” with 5 students attending choir practices. All the King’s Men continue to be a cornerstone of our Evensong services.

We have begun a book study, The Purpose Driven Life with 10 participants. The Chinese students are meeting in my outer office again this year for Bible Study. We are continuing our exciting process for Strategic Planning for the Chapel.

The U of M Chaplains group is helping with Enrolment Services to gather food and cash donations, in order to deliver hampers to students who are in financial need.

A Festival of Lessons and Carols is being planned, as well as an event by AMS to bring the Fellows and students together: The Long Dark Tea Time of the Soul, a chance for students to have tea with Professors during the exam period.

vi) Dean of Residence
P. Lampman submitted the following written report for the minutes:
We still have 101 residents, with one married couple in a suite. There are 15 international students from the Intensive English Programme, 54 new students and 32 returning residents. We have a good mix of international (28) and Canadian students.

The annual Michaelmas Soccer game had many participants despite the sleet (nearly 25), and the residence council has had other events (bonfire, opening term banquet, open door night, elections, Halloween decorating) and residence council is planning their big term event: the Christmas Banquet.

The Fire Marshal and a Security Constable met with the residents after three incidents involving the discharge of fire extinguishers in September and October. We have not had any more incidents since then.

The Alcohol Beverage Committee of the University and UMSU has begun to develop an Alcohol Awareness and Education program. This committee only met yearly, but has now begun to meet more often, in hopes of improving residence life and security on campus.

vii) Development Officer
D. McLean submitted the following written report for the minutes:
Total funds for the Lecture Theatre campaign to date are $593,000 with 167 seats sold. There continues to be lots of interest in ‘buying’ seats. We have a number of requests for leadership gifts outstanding. Several mailings have gone out: one to most of our database, seeking support for the Lecture Theatre; a personalized letter suggesting a specific amount in support of the Lecture Theatre;
and a personalized letter to the members of Faculty and Staff who may not have had an opportunity to support the College this year.

Convocation went well and I was honoured to present Sister Dolores Schneider for an Honorary Fellowship. The latest In Lumine went out about 3 weeks ago and we are working on the next. Janet and I had a very good visit to Toronto to visit with various alumni.

A further $50,000 has been donated to the College this year in support of, amongst other things: operations, bursaries and one large gift of $25,000, which you will have heard about, for the Residence.

This is usually our busiest time of year as we contact those who have supported us in the past, and particularly those who have donated in the last two years, reminding them of the opportunity to give again this year. Our Phone Centre, which is run using students, has done well and is in the final three weeks of their solicitations.

I believe this is Norm Cameron’s last Council meeting and, on behalf of Development, I want to thank him for his support of the College, both verbal and financial, and to wish both he and Bev well in their retirement.

viii) Registrar
Council approved the conflict of interest policy and declaration at its September 29, 2004 meeting. E. McShane distributed the attached conflict of interest policy and declaration for all Council members to sign. She asked that the signed copies be returned by mail or at the January 26, 2004 meeting of Council.

d) Report from SJCSA
K. Bomback submitted the following written report for the minutes:

   Debating Committee has started meeting to plan a mid-March tournament. We have decided that it will be a Grade 10-12 tournament for high schools in Manitoba, Saskatchewan, and Ontario. Categories will include Impromptu and Parliamentary Debating (3 rounds of each). We will be requiring volunteers of all types to be chairperson/speakers, registration assistants, and judges. I will provide further information as I receive it.

   Looking into fundraising events for January or February. Researching pricing and ideas that would be involved, in addition to the availability of sponsorship which would determine the calibre of our event.

   Bake sales have been very successful. We have chosen The U of M Food Bank and Red Cross Relief as SJCSA's official philanthropies. So far, our first bake sale generated approximately $80, which was given to Red Cross Relief, and our second one generated $107, which will be donated to the food bank. Proceeds from the bake sale Friday the 26th will go to Red Cross Relief.

   I have met with Theo, the programmer for Science Students' Association (along with SJCSA's programmers, Bailey and Ashley), to discuss joint-fundraiser events.

   I will be meeting with Ranjit Gill and Will Fedick (St. Paul's and St. Andrew's Senior Sticks) on Tuesday, Nov. 30, 2004 to initiate a college students' association at the u of m. This group will be in place to ensure efficient communication between college student associations. It will be based out of the Fort Garry Campus, and hopefully, will be eventually expanded to University college, St. Boniface and/or Red River College. One focus of my meeting on Tuesday will be to negotiate a joint formal (dinner, dance, awards, etc.) between the three religiously affiliated colleges at the University of Manitoba, the weekend or week prior to Reading Week in February.

   Our Yearbook committee is up and running. SJCSA has also managed to successfully fill the open council positions (Assembly Rep: Darci Fortier; Yearbook Rep: Stephanie Lambert; Sports Rep: Gerard Duncan; Communications Rep: April Duncan; First Year Day Rep: Akin Famuyide; First Year Rez Rep: Anik Popat; Chairperson: Jenn Halstead)

Joint Banquet (SJCSA-SJCRSA) this Saturday, November 27, 2004. Guaranteed success!
Regular meetings are being held and have been successful.

8. Any Other Business
a) Norman Cameron's last Council Meeting
   A vote of thanks was given to Norman Cameron for his service on Council and on the Finance Committee.

9. Adjournment
   MOTION: That the meeting be adjourned.
   C. Trott/N. Cameron

CARRIED

Authentic copy is signed by the Chair and Secretary and kept in the Registrar's office.

[Signatures]
Chair
Secretary
Date: May 12/05
St John's College Conflict of Interest Policies

Staff

Efforts are made to avoid situations whereby: 1) two or more of the interests held by, or entrusted to, a single person or party are considered incompatible or breach prescribed practice; 2) an individual may profit personally from decisions made in his or her official capacity; and 3) relatives are working closely together at the College, or work is outsourced to College employee's families.

Council Members

Council members are not viewed as members representative of the bodies that have appointed or elected them. Thus, all members have the right to participate in discussions and vote on all matters unless they have a conflict of interest.

Conflicts of interest involve situations in which a Council member promotes a personal interest that results in:

a) an interference with the objectivity with which he or she is expected to exercise his or her responsibilities and/or duties of the College;
b) an advantage (e.g., a political benefit) or a material gain, by virtue of his or her position at the College, to the Council member or other persons with whom the Council member is not at arm's length (e.g., spouse, child, parent, or business interest).

Council members must promptly disclose in writing, to the Council through the Chair of Council or the Secretary of Council, any conflict of interest that arises during their term as a member of the Council. Further, Council members must refrain from any discussion on the matter being considered by the Council, physically remove themselves from the meeting during the Council discussion, and abstain from voting on that matter.

Council members must sign and submit to the Council secretary a Conflict of Interest Declaration (see sample form attached)

Council Approved September 29, 2004
Conflict of Interest Declaration by Members of Council

For the purposes of this declaration, conflict of interest means generally any situation in which a Council member has or promotes an interest that results in or may be perceived to result in:

1. an interference with the objectivity with which the Council member is expected to exercise his or her responsibilities at the College, and/or
2. an advantage or material gain to a Council member, and/or to other person(s) with whom the Council member does not deal at arm’s length, by virtue of being a Council member.

I will promptly disclose in writing, to the Council through the Chair of Council or the Secretary of Council, any conflict of interest pertaining to me that arises during my term as a member of the Council of St John’s College. Further, I will refrain from any discussion on the related matter being considered by Council, physically remove myself from the meeting room during the Council discussion, and abstain from voting on that matter.

Member’s Name: ____________________________________________________________

Member’s Signature: _______________________________________________________

Date: ___________________________________________________________________

Note:
1. Council members are not viewed as members representative of the bodies that have appointed or elected them. Thus, all members have the right to participate in discussions and vote on all matters unless they have a conflict of interest.
2. An advantage includes a political benefit.
3. Persons with whom a Council member is not at arm’s length include: spouse, child, parent, sibling, mother or father-in-law, son or daughter-in-law, brother or sister-in-law, and anyone who shares a home, or person with whom the Council member shares a business interest.
ITEM 5. a) i) a) Increased Costs for the Residence Dining Room Renovation Report
Council Executive received a motion from the Finance Committee that “based on updated costs, that Council authorize the expenditure, not exceeding the donated amount of $25,000, to renovate the Residence Dining Room”

Since there was a need to spend more than the $12,000 previously approved by council on the Residence Dining Room and the renovations were already underway, Council Executive held an extraordinary on February 18, 2005 as instructed by the SJC Statutes to act “on matters between Council meetings when necessary, subject to the final approval of Council”.

The following two motions were approved at that meeting:
- “That Council Executive authorizes the expenditure of up to $25,000 for the Residence Dining Room renovations with that full amount having been donated”.
- “That until we receive the total pledge of $25,000, the Residence Dining Room renovations be paid for using the funds from Founding The Future Residence (funds intended for Residence improvements), and then returned to that fund upon receipt of the final pledge payment”.

At the meeting of council Executive on March 10, 2005 the following motion was approved:
- “That Council Executive’s decision to accept the increased costs for the Residence Dining Room renovation be forwarded to Council for ratification”

ITEM 5. a) ii) a) Budget Parameters
The Finance Committee was unable to meet before the Council Executive meeting, therefore no motion was brought forward. After a brief discussion, it was agreed that the Finance Committee could take its motion directly to the March Council meeting.
## BUDGET SUMMARY

### EXPENDITURES

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<td><strong>TOTAL EXPENDITURES</strong></td>
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<td>1,740,304</td>
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### TOTAL EXPEND. (Ex. Theol.)

|                             | 1,516,785| 1,240,278  | 1,309,873  | 1,590,304| 1,633,249 |

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

|                             | 1,504,026| 1,229,115  | 1,296,695  | 1,578,304| 1,526,649 |

## SOURCES

### Previous Year Trust Revenue

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### Current Sources

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### TOTAL SOURCES

|                             | 1,543,125| 1,501,078  | 1,537,866  | 1,744,399| 1,731,828 |

### TOTAL SOURCES (ex. Theol.)

|                             | 1,456,259| 1,422,510  | 1,414,921  | 1,594,399| 1,647,929 |

### TOTAL SOURCES (ex. Theol.&Cap.C)

|                             | 1,455,259| 1,422,510  | 1,414,921  | 1,594,399| 1,647,929 |

### CUR. OP. SURPLUS

|                             | -111,765 | 145,113    | 106,382    | 4,095    | 6,180    |

### CUR. OPERATING (ex. Theol.)

|                             | -61,526  | 182,234    | 105,049    | 4,095    | 8,680    |

### CUR. OPER. (ex. Th.& Cap.Camp)

|                             | -48,767  | 193,395    | 118,227    | 15,095   | 22,280   |

### ACCUM. OP. SURPLUS

|                             | -51,669  |            |            |          |          |

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

|                             | -73,433  |            |            |          |          |


|                             | -12,720  |            |            |          |          |