ST JOHN'S COLLEGE COUNCIL
MINUTES
For the Meeting of
Wednesday September 18, 2002


REGRETS: L. Carson and P. Flynn

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

2. Approval of the Agenda
   MOTION: That the agenda be approved as circulated.
   G. Woodcroft/N. Cameron
   CARRIED

3. Approval of the May 22, 2002 minutes (circulated with the agenda)
   • Item 5.b - Delete first sentence and replace with: N. Cameron reminded Council that it had asked Assembly to remove any accumulated deficit on the operating account by 2003/04, excluding expenditures for the Capital Campaign.
   • Item 5.c.vii - In the second sentence, change the word “mad” to read “made”.
   MOTION: That the minutes be approved as corrected.
   A. Cheatley/M. Gerwin
   CARRIED

4. Business Arising from the Minutes
   a) Definition of Trust Capital (attached to agenda)
      N. Cameron reported that this item would be tabled until the next meeting of Council.

5. New Business
   a) Dean of Theology Review
      J. Stafford’s 3-year term as the Dean of Theology ends on June 30, 2003. When he was appointed, it was with the understanding that, should he wish to be considered for a further term, he would be formally reviewed in his third year. J. Stafford wishes to be considered for a further term, which means that a formal review will need to be conducted.
      MOTION: 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.
      B. Beare on behalf of Council Executive
      CARRIED

   b) Nomination of a College Council Representative to Synod
      B. Beare received a letter from the Diocese asking Council to elect a St John's College representative to sit on Synod. Council elected Chris Trott to be the SJC representative on Diocesan Council.
      MOTION: That Chris Trott be elected as the St John's College Representative on the Diocesan Synod.
      B. Beare on behalf of Council Executive
      SEE NOTE BELOW

      MOTION: That nominations close.
      G. Woodcroft/J. Stafford
      CARRIED

NOTE: The substantive motion was carried, as there were no other nominations.
6. a) Reports from Council Committees
   i) Executive Committee
      All items discussed at Council Executive have been dealt with earlier in this meeting, with the exception of the definition of trust capital, which will be tabled to the next meeting of Council.

   ii) Development Committee
      There were no items to report from the Development Committee.

   iii) Finance Committee
      N. Cameron reported that Doug Buchanan of Magna Vista met with the Finance Committee to discuss the St John's College funds. Mr. Buchanan's report included figures to the end of June 2002. He mentioned that our FTF fund performed at 8.9% and the SJC fund at 6.4%.

      The SJC fund is comprised of 47% short term and fixed assets, while the FTF fund has 40% short term and fixed assets. This provides options when cash is required. This past year the market was down 15%, while our fund was up 6%.

b) Report from Assembly
   New Dean of Studies
   G. Baldwin was elected the new Dean of Studies for a three-year term.

   New Fellows
   The Chair of Assembly welcomed new Fellows.

   Brenda Cantelo
   Originally B. Cantelo was elected a Junior Fellow for the duration of her term as Dean of Studies. Since she is no longer the Dean of Studies so Assembly elected her as a Junior Fellow for the 2002/2003 academic year.

   U of M Press
   Assembly was updated on the progress of the preparations for the U of M Press to relocate to St John's College.

   Elected Dons as Voting Members
   Junior Dons Jocelyn Andrew, Don Fedus, and Allison Nelson were given voting privileges on Assembly for the duration of their terms as Dons of Residence in the 2002/03 year.

   Policy Decision re: the Number of Fellows in Each Fellowship Category
   The membership committee often struggles, when appointing fellows, with how many fellows should be in each category. It would be useful if there were guidelines for filling fellowships, with more explicate criteria addressing hierarchy. Assembly Executive thought that the best committee to come up with guidelines would be the Membership Committee and made the following motion:
   "That the Membership Committee be asked to develop policy guidelines on the number of Fellows in each fellowship category, and report back to Assembly."

   Scholarship Motions
   Assembly amended and approved motions from the Scholarship Committee, to be used as guidelines to assist in the selection of automatic award recipients.

   Guiding Principles for Food Services
   A mission statement and guiding principles for St John's College Food Services need to be developed. Food Services are an ancillary service. There is sometimes conflict between activities that will promote community and those that will generate revenue. There is also a need to establish the true cost of the Food Services operation so that this can be included in strategic planning for Food Services. As a result Assembly Executive approved the following motion:
“That the Administrative Committee, in consultation with the Finance Committee, develop guiding principles for Food Services and report back to Assembly Executive by January 2003.”

Review of the Dean of Studies Position
There are a number of inconsistencies in the Statutes and By Laws regarding the role of the Dean of Studies and the actual practice of the Dean of Studies. Assembly Executive felt it would be useful to review the actual role of the Dean of Studies. The following motion was approved at the Executive meeting:

“That the review of the responsibilities of the Dean of Studies be referred to the PP&D committee, and that the PP&D committee report back to Assembly Executive by April 2003.”

c) Reports from College Officers
   i) Warden
      U of M Press
      In May 2002, Assembly Executive formed a sub-committee to review and clarify the terms of accommodating the U of M Press, including preserving the number of existing offices. A proposal was presented to members of Assembly that adhered to the terms stipulated in the attached agreement, and was voted on by mail ballot. 28 ballots out of a possible 51 were received. 20 voted “yes”, and there were 7 “no” votes.

      The renovations to the office spaces in the new wing started later than requested, but it is to be completed by the end of next week. When the painting has been done, equipment will be put in its place and things restored, to normal as quickly as possible.

      The “shared” printer will be in the same vicinity as the photocopier so that fellows can access it at any time. The hallways are secured overnight, but we will attempt to find other ways of securing the printer to its station as well.

      Any construction on the third floor of the old wing will be delayed until the Christmas break, after the end of first term classes. If construction cannot be done over the break, it will not commence until the end of second term, in the spring. Only quieter work, like painting and carpeting may be done in the interim.

      The U of M Press could be here as early as December or as late as the end of second term.

      Council may wish to invite David Carr to a Council meeting to speak about the work the U of M Press does.

   Annual Council Dinner
   Mark your calendars; the date for the annual Council dinner is April 9th 2003. You and your guest will receive invitations in March.

   ii) Dean of Studies
      G. Baldwin reported that the Marjorie Ward Lecture Committee has contacted someone and they have a verbal agreement for a February 2003 lecture. The name of the lecturer will be announced once everything has been confirmed.

   iii) Bursar
      There was no report from the Bursar.

   iv) Dean of Theology
      Institute of Anglican Ministry
      l. Luke is working on a new course “Theology in Economics”, that will be offered to theology students in the winter term.
Theology Courses
- Three courses will be offered this fall: Principles of Preaching, Contemporary Anglican Theology, and New Testament Greek.
- Three courses will be offered in the winter: Theology & Economics; Pre-introduction to Hebrew, Wisdom Literature; and Systematic Theology.

Summer Institute
- The Summer Institute was a success again this year. It was held from June 17th to 21st and Dr. William Willimon from Duke University held two public lectures while he was here to teach a course in the Summer Institute.
- J. Stafford found a good model for the next Summer Institute.
- Plans are already underway for the Summer Institute 2003.

Currents 2001 & 2003 Academic Conferences
- World-class papers were presented at the Currents 2001 Academic Conference. The proceedings will be available for viewing and sale in the College and St John’s College Library.
- Plans are already underway for the Currents 2003 Academic Conference.

Lay Readers Workshop
A Lay Readers workshop was held in May. Forty-two lay readers from the diocese attended. There have been requests to hold another workshop.

Ministry Development conference
J. Stafford and I. Luke will be going to North Dakota in mid March to work on the details for the Ministry Development Conference. This conference will be held here from October 18 – 20, 2002.

Heads of Anglican Colleges
The Heads of Anglican College held their meeting in St John’s College.

v) Chaplain
Chapel
- There is worship in the Chapel every day except Saturday.
- There is an average of 20 people attending the Sunday service, mostly from residence, and a few from off campus.
- We have two School of Music students in Chapel this year who will play at services.

Bible Study
Every Tuesday at 11:30 a.m. there is a Bible study, followed by midday prayer.

Homecoming
There will be a homecoming reception at 2:30 p.m. followed by a chapel service at 4:00, at which Canon John Caird will be the guest preacher.

All the King’s Men
All the King’s Men conduct a sung Evensong in the Chapel the first Sunday of every month at 7:00 p.m.

vi) Dean of Residence
Residence
Residence is at 100% capacity.

BBQ
The opening of term BBQ was a success.

Matriculation
The Matriculation Ceremony & Welcome for the new Dean of Studies will be held on October 9 at 3:30 p.m. in the Chapel. This ceremony is to welcome new members, fellows, and staff of St John’s College.

vii) Development Officer
In Lumine
The In Lumine was sent out with a special Capital Campaign issue.

Rupert’s Land News
D. McLean advertised the launch of the capital campaign in the Rupert’s Land News.

Friends of SJC
Some of the members of the Friends of St John’s College attended the opening of term BBQ.
Foundation Applications
Applications to Foundations have been prepared and sent out.

Phone Centre
The Phone Centre is up and running, with students manning the phones.

Capital Campaign
Money is actively being raised for the capital campaign. We have received about $772,000 in donations or pledges; this includes about 45 seats that were sponsored for the lecture theatre. Almost $10,000 has been received in response to the Rob Richards Challenge to match donation towards the lecture theatre, up to a maximum of $25,000. The maximum match on a single donation is $2,500.

Secretary's Note: The following information is from D. McLean in response to a question raised at the meeting as to what percentage of our Capital Campaign goals have we received to date (as of September 11, 2002):

<table>
<thead>
<tr>
<th></th>
<th>Goal</th>
<th>To Date</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture Theatre</td>
<td>$1,450,000</td>
<td>$143,100*</td>
<td>9.9</td>
</tr>
<tr>
<td>Bursaries</td>
<td>$300,000</td>
<td>$391,400</td>
<td>130</td>
</tr>
<tr>
<td>Canadian Studies</td>
<td>$200,000</td>
<td>$23,200</td>
<td>11.6</td>
</tr>
<tr>
<td>Theology Lecture</td>
<td>$50,000</td>
<td>$39,400</td>
<td>78.8</td>
</tr>
<tr>
<td>Unrestricted</td>
<td>0</td>
<td>$179,900*</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>2,000,000</td>
<td>$772,000</td>
<td>38.6%</td>
</tr>
</tbody>
</table>

* Jointly total $318,000 or 21.9% of the lecture theatre total.

Donations and pledges (note: numbers are approximate)

viii) Registrar
E. McShane reminded everyone who required changes to his or her listing on the 2002 Council Membership list to get their revisions in ASAP.

7. Any Other Business
A. Cheatley spoke about funding for a United Nations Chair. Attached is some information that she distributed at the meeting.

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

CARRIED
AGREEMENT BETWEEN ST JOHN'S COLLEGE AND THE UNIVERSITY OF MANITOBA PRESS

This agreement is being made for the mutual benefit of St John's College ("the College") and the University of Manitoba Press ("the Press").

1. Physical Lay-out

The College will make available a set of offices in the south-east corner of the Old Wing, rooms 301, 302, 303. These rooms may be renovated by the Press to provide suitable facilities for its operations, including the construction of a self-contained suite of offices. In the estimation of the Press, this configuration provides the most suitable facilities in the College now and for the foreseeable future.

The Press will ensure the replacement of offices 302 and 303 by arranging construction of two standard faculty offices in the current room 242 and modifications to room 244 as well as repairs to rooms 314 and 315. In addition, Room 304 will be modified for use as shared space.

Moreover, the Press will ensure that room 316 is renovated in order to serve as a reading room for Canadian Studies and a new room 3XX will be formed in the south-west corner of the Old Wing, adjacent to the elevator to serve as a meeting room, with priority to Canadian Studies and the Press.

2. Mutual Benefits and Obligations

The College will provide such assistance as may be necessary to aid in the normal operations of the Press, including access to the building, cleaning services, heating, telephone/computer services and mail and other delivery facilities, as made available by the University to the College. In addition, the College will involve Press staff in the College's academic and cultural life.

The College has no obligation to provide financial support for the Press operations and activities and it will not ask the Press to participate in the governance of the College.

The Press will contribute to the College through the use of College facilities for author events and receptions, and joint sponsorship of academic events, where feasible. The Press will provide its backlist of publications for the College Library and make the College Library a depository for all future publications. The Press will endeavour to ensure the appointment of one College Fellow to serve as a member of the Press's editorial advisory board. The Press will provide preferential consideration to College students for occasional employment and for internship employment opportunities, where appropriate.

3. Length of Press Residency in the College

The initial period of tenancy by the Press is expected to be for seven years with a review during the seventh year. This review will be conducted jointly by Assembly Executive and the Press. A one-year notice to terminate the residency may be given by either the Press or the College. There may be a renewal of the residency for further periods with the same conditions pertaining to a review after the penultimate year and termination that applied to the first length of tenancy.

4. General

The cost of renovations and relocations will be borne by the Press. The College will not make any rental charge for the duration of the tenancy.
FACT SHEET: UNITED NATIONS CHAIR

GOAL: To promote a presence of expertise in Manitoba regarding the UN and its issues, and encourage greater participation by Manitobans in UN related activities in pursuit of the UN Charter: peace and security, human rights and fundamental freedoms, rule of law, gender equality, and equitable and environmentally sustainable global development.

PURPOSE: To promote understanding and awareness of the principles and objectives of the United Nations and its agencies and the nature of the challenges that organization faces in the realization of its various mandates; and To contribute to furthering the objectives of the United Nations, particularly in respect to conflict resolution, peace-making and peace-keeping.

ACTIVITIES: - Undergraduate courses with an international or United Nations content - Lectures by distinguished, national and international visitors - Public seminars and conferences - Support and encouragement of student activities such as Model United Nations sessions - Post-graduate and research studies - Supporting library facilities, including electronic media

ENDOWMENT: - Endowment goal is $2 million; the fund currently stands at $700,000. - The Chair was first proposed in January 1999. - $250,000 has been received from the federal government and that amount matched by the Province of Manitoba. - A further $200,000 has been raised through private donations. - A full time appointment will be made once the fund reaches $1 million.

ORGANIZATION: - The project is operated and controlled by the universities with the Manitoba UNA in supportive fundraising and advisory roles. - All four Manitoba universities will ultimately be included (Universities of Winnipeg, Manitoba, Brandon, and College Universitaire de Saint Boniface). - The project will develop in three stages:
  STAGE ONE: establishment of a joint UN Office to liaise and coordinate packaging undergraduate course of studies; (completed)  STAGE TWO: creation of the endowment fund and appointment of a full-time Chair; (in progress)  STAGE THREE: establishment of a UN Centre with offices, lecture space, library, and additional resources for students/public. (future)
- The Chair will alternate annually between the University of Winnipeg and the University of Manitoba.
- Each institution will identify a course/courses to be instructed by the Chair.
- Registration to the course(s) will be open to students from all four schools.
- Operation of the Chair will be guided by an Appointment and Advisory Committee, comprised of two representatives from each of the Department of Political Studies (U of M) and Department of Political Science (U of W); one representative from each of the Department of Foreign Affairs; the United Nations Association and the Council on Post-Secondary Education.
- U of M and U of W representatives will chair the Committee in alternating years.

QUALIFICATIONS:
- Incumbents will possess UN or other diplomatic experience and/or have conducted other significant internationally recognized research on United Nations issues.

DUTIES:
- Teaching and supervision of undergraduate and graduate students will constitute the primary role.
- Significant contributions are expected to the teaching, research, and service areas, relevant to the United Nations and to the Universities, including delivery of public lectures, seminars and workshops at both institutions, as well as the U of Brandon and College Universitaire de Saint Boniface.
- The Chair will facilitate the annual (published) Ministerial lecture on a Canadian foreign policy theme with the Department of Foreign Affairs and International Trade and the two lead universities.
- The endowment supporting the Chair will allow for occasional guest lectures by senior officials of the Department of Foreign Affairs and International Trade and heads of Mission.
Report from the Finance Committee for Nov. 20, 2002

1) Trust capital definition.
The committee was asked by Council to put forward a definition of trust capital, as applied to the assets of the St. John's College Trust for scholarships and bursaries, for Council approval. This arose in connection with some uncertainty about the new procedure for determining scholarship amounts, which uses the term trust capital. The committee's proposal is:

That Council approve the following definition of trust capital, as applied to the St. John’s College Trust Fund for scholarships, bursaries and prizes:
The cumulative total of amounts donated to the trust fund, plus such current earnings or accumulated surplus as may have been explicitly transferred to Trust Capital, less any duly authorized reductions or transfers of Trust Capital.

2) College Trust Funds.
The committee has further discussed the situation of the College's trust fund assets, currently managed by Magna Vista Funds Management as two separate asset portfolios. The rationale for having a separate trust portfolio for the Founding the Future assets, with separate investment objectives and guidelines, is now past. The separate treatment was intended to safeguard the nominal value of assets earmarked for investment in residence renovations, but almost all such assets have been spent as planned, and the remainder can be managed in the same way as the regular trust fund. It is administratively cumbersome to maintain such a division when it is not needed, especially as we may need to set up a new trust fund for assets acquired in the current capital campaign. The committee therefore recommends:

That the funds in the Founding the Future Trust Fund be amalgamated with and managed as part of the St. John’s College Trust Fund.

3) Financial Statements.
The committee has received and forwards to Council the Annual Statements prepared for us by the auditors, BDO Dunwoody, and Mr. David Anderson in particular. The committee asked for several revisions of these statements to make them clearer and to bring them into line with actual College practice. With those changes, the committee is satisfied with the Financial Statements and recommends to Council:

That the Financial Statements be approved.

4) Appoint Auditors.
One motion arises out of these Financial Statements.

That BDO Dunwoody be appointed as auditors for 2003-2004.

5) Transfer of Trust Capital from the Broderson Memorial Fund.
The G.L. Broderson Scholarship shows an accumulated surplus of - $252, although this award has had capital added (currently $6,971) and awards made. We could eliminate this deficit by instructing the Scholarship Committee not to make further awards until enough investment earnings have accrued to eliminate this shortfall and possibly even to build the accumulated surplus up to 10% of the trust capital (currently $697), or Council could jump-start the process by authorizing the Administration to transfer $252 of the capital in that trust account to accumulated surplus. That would leave an accumulated surplus of exactly $0, which would gradually be built up to 10% of trust capital with the excess of future earnings over 5% in each year. Finance Committee recommends the latter:

That Council authorize the transfer of $252 from the trust capital of the Broderson Memorial Fund to its accumulated surplus.
6. Allocation of revenue from trust investments.
Finance Committee has discussed how each year’s trust investment revenues should be allocated across individual trust accounts in order to reflect equitably both pre-existing assets and new donations. Our existing policy had been to allocate them in proportion to the book value of trust assets in place at the end of the year in which the earnings took place. While this is simple to administer, it does overstate the contribution of funds for which many of the assets were only donated during the year. To rectify this bias the committee moves

That revenue from College Trusts be allocated to each trust account in proportion to the average of start of year and end of year trust capital, plus accumulated surplus.

7. Transfers from accumulated surplus to trust capital.
Over years of large earnings and/or small awards, some scholarship trusts accumulate larger amounts of accumulated surplus than are needed as a cushion against low-earnings years. Council's policy on scholarship awards ties the amount of each award to 5% of trust capital, so any excess left in accumulated surplus also has the effect of keeping award amounts lower than would otherwise be possible. Council has already set 10% of trust capital as the proper prudent level of accumulated surplus, with subsequent excess earnings to be put right into trust capital, so amounts above 10% could and should be transferred to trust capital. Finance Committee has therefore authorized transfer of the excess accumulated surpluses in a number of scholarship trust accounts to their trust capital. The transferred amounts are shown below for information. Transfers out of trust capital would require Council authorization, but not transfers in.

Transfers from Accumulated Surplus to Trust Capital in St. John’s College Scholarship Trusts

<table>
<thead>
<tr>
<th>Scholarship</th>
<th>Trust capital Apr 1 2002</th>
<th>Accumulated Surplus Apr 1 2002</th>
<th>Transfer</th>
<th>Trust Capital after transfer</th>
<th>Accumulated Surplus after transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burman/Drewry</td>
<td>$13,281</td>
<td>$2,177</td>
<td>$600</td>
<td>$14,421</td>
<td>$1,577</td>
</tr>
<tr>
<td>Chipman Entrance</td>
<td>$29,107</td>
<td>$6,855</td>
<td>$3,000</td>
<td>$32,107</td>
<td>$3,855</td>
</tr>
<tr>
<td>Chisholm Prize</td>
<td>$4,425</td>
<td>$1,769</td>
<td>$1,000</td>
<td>$5,425</td>
<td>$769</td>
</tr>
<tr>
<td>Deacon, Phyllis*</td>
<td>$16,092</td>
<td>$3,337</td>
<td>$1,000</td>
<td>$17,892</td>
<td>$2,337</td>
</tr>
<tr>
<td>Drewry Bequest</td>
<td>$38,390</td>
<td>$6,805</td>
<td>$2,000</td>
<td>$40,390</td>
<td>$4,806</td>
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<tr>
<td>Eastwood*</td>
<td>$22,488</td>
<td>$6,652</td>
<td>$2,500</td>
<td>$24,988</td>
<td>$4,152</td>
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<tr>
<td>Friends of SJC</td>
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<td>$3,713</td>
<td>$900</td>
<td>$20,482</td>
<td>$2,813</td>
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<td>Hansen Memorial</td>
<td>$28,399</td>
<td>$7,099</td>
<td>$2,500</td>
<td>$30,899</td>
<td>$4,599</td>
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<tr>
<td>Inkster (English)</td>
<td>$14,863</td>
<td>$4,058</td>
<td>$1,600</td>
<td>$16,463</td>
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<tr>
<td>Partners in Education</td>
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<td>$2,487</td>
<td>$800</td>
<td>$10,724</td>
<td>$1,687</td>
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<tr>
<td>Sir John Schultz</td>
<td>$22,251</td>
<td>$8,783</td>
<td>$4,000</td>
<td>$26,251</td>
<td>$4,763</td>
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<tr>
<td>St. Luke’s*</td>
<td>$12,325</td>
<td>$2,325</td>
<td>$800</td>
<td>$13,125</td>
<td>$1,525</td>
</tr>
</tbody>
</table>

* This name amalgamates amounts recorded in two separate accounts.

N. Cameron, Chair.
The Diocese of Rupert’s Land  
ANGLICAN CENTRE  
935 NESSITT BAY, WINNIPEG, MANITOBA R3T 1W8  
TELEPHONE (204) 453-6130 • FAX (204) 452-3915  
E-mail diocese@esscape.ca  

Mrs. Erin McShane  
Secretary  
St. John’s College Council  

Dear Mrs. McShane,  

I am pleased to inform you that the resolutions presented for consideration in your letter of 29 November 2001, namely:  

1) That Part II (A) (1) of the Statutes of St John’s College be amended by adding new Clause (j) as follows:  

(j) Three members appointed by Council from amongst the graduates of the College, former members of the College and members of the community who support the College.  

That Part II (A) (2) be amended by adding new Paragraph (e) as follows:  

(e) Members appointed by Council — three years from the date of commencement of term of office, or for such lesser period in each case as Council may designate.  

That paragraphs (c), (d), (e) and (f) of Part II (A) (2) be re-numbered as (d), (e), (f) and (g), respectively.  

2) That Paragraph 2 of Part X (B) of the Statutes of St John’s College be amended by deleting the entire Paragraph and substituting therefor the following:  

(2) if Assembly by a majority of three-fourths of the members present and voting approves the Resolution, with or without amendment, then the text of the Resolution, together with any supporting material authorized by Assembly, shall be forwarded by the Secretary to Council for consideration.  

were passed at the 105th Synod of the Diocese of Rupert’s Land.  

Please inform the Warden, Chair and Executive Committee of College Council so that the Statutes of St. John’s College may be duly amended and promulgated as amended.  

Sincerely,  

[Signature]  
B.A. Beare  
Secretary of Synod