

S. J. McKee Archives



BC 1: Brandon College Board of Directors

<http://archives.brandonu.ca/en/permalink/descriptions4237>

Part Of: RG 1 Brandon College fonds

Description Level: Series

Series Number: 1

GMD: textual records

Date Range: 1899-1967

Physical Description: 78.5 cm

History /

Biographical:

The "Act to Incorporate Brandon College" was assented to on June 1, 1900 and specified that the Board of Directors would consist of 21 members. The Board was to control all financial matters of the College, though all decisions had to meet the approval of the Baptist Convention.

The first officers of the Board were a Chairman, a Treasurer and a Secretary. The minutes also refer to a "President," separate from the Principal, but does not define the President's duties. The Principal was a member ex-officio of the Board. The first duty of the Board was to create an executive consisting of all Brandon members of the Board. The main function of the executive was the operation of the College and transaction of all business arising between Board meetings.

In pursuit of a separate university charter, the Board reorganized its affairs in 1910, appointing an investment committee, a Bursar and a Registrar. The Principal was renamed "President," and was appointed Chairman of the Executive. The university charter was denied, leading the Board to seek affiliation with McMaster University. The Board of Directors during this time was forced to take a more active role in directing college affairs. In November 1910, the Board moved: ...that the officers of the Board be authorized to make such application for such amendments to the Charter as seem necessary and advisable.

This decision led the Board to draw up the Act to Amend An Act to Incorporate Brandon College which, by 1915, granted the Board authority over all College affairs, following the stated direction of the Baptist Convention.

On May 5, 1916 a nominating committee was struck to name the persons and mandate of all new committees.

During the existence of the Board prior to 1967 the following committees were created:

EXECUTIVE COMMITTEE

In 1918, the Board defined the functions of the Executive Committee as:

The Board of Brandon College shall at its organization meeting each year appoint from among its members an Executive of not less than seven in number. The Executive shall be responsible to the Board and shall exercise all the powers usually incidental to an Executive other than

those delegated to the Finance Committee and Endowment Fund Committee, which two Committees shall also be responsible to the Board direct.

FINANCE COMMITTEE, 1918-1926

The Finance Committee was to consist of no fewer than seven members which:

...shall be responsible to the Board and shall under the Board have the general oversight and control of the financial policy of the College insofar as the raising of funds is concerned. The Finance Committee shall not have the power to make any expenditures except such as it may deem necessary to incur in connection with its efforts in raising funds. The Finance Committee shall report to the Board of the College at each meeting of the Board and for the purpose of keeping the Executive in close touch with its activities and of enabling the two committees to work in closest cooperation shall transmit to the Executive a copy of the minutes of each of its meetings to be read at the regular meetings of the Executive and shall give account of the progress made by the Finance Committee and generally of its plans for the future. Members of the Finance Committee shall not all necessarily be members of the Board.

ENDOWMENT FUND COMMITTEE, 1918-1926

The Endowment Fund Committee was created by the following resolution:

The Board of Brandon College shall at its Organization Meeting each year appoint an Endowment Fund Committee which shall under the Board manage the Endowment Fund and direct the re-investment of its principal. The Endowment Fund Committee shall consist of not less than three members who shall not all necessarily be members of the Board.

The creation of the latter two committees was significant because it was the first time that Brandon citizens, not necessarily Baptists, were brought into the administration.

HOUSE AND GROUNDS COMMITTEE, 1923-1926

NEW INSTRUCTORS COMMITTEE, 1923-1936

ADVERTISING COMMITTEE, 1923-1936

BUSINESS ADMINISTRATION AND ENDOWMENT COMMITTEE, 1926-1936

TEACHERS COMMITTEE, 1929-1936

GENERAL PUBLICITY COMMITTEE, 1930-1936

By 1936, however, all Committees were abandoned as Brandon College struggled for its financial survival. After the Baptist Convention withdrew all of its support in 1938, a Provisional Board was established through the Brandon Board of Trade to negotiate with the government for the transfer of Brandon College to the Government of Manitoba. The provisional board succeeded in gathering the needed support for government intervention, and resurrected the College under "An Act to Incorporate Brandon College Incorporated."

The new Board of Directors was appointed October 11, 1939 during a general shareholders meeting. The officers of the Board were a Chairman, a Secretary and a Treasurer. There were also six new standing committees appointed, with mandates listed under clause 16 of by-law 1:

FINANCE COMMITTEE, 1939-1967

... whose duty it shall be to oversee the finances of the Corporation and make

recommendations to the Board as to investments of Monies received for endowment or scholarship purposes, and to prepare and submit the annual budget.

PROPERTY COMMITTEE, 1939-1967

... who shall have general supervision of the real and personal property of the Corporation.

ENROLLMENT COMMITTEE, 1939-1967

... whose duty shall be to obtain a student body for the College, to co-operate with the President and Faculty for such purpose and report to the Board as may be required from time to time.

FACULTY COMMITTEE, 1939-1967

... whose duty shall be to make preliminary arrangements for the engagement of teachers and who shall make recommendations to the Board for consideration in the engagement of such teachers.

MEMBERSHIP COMMITTEE, 1939-1967

... whose duty shall be to maintain the membership of the Corporation and see that proper records of the same are maintained.

ENDOWMENT COMMITTEE, 1939-1967

... whose duty shall be to obtain endowments for the future operation of the College and to obtain gifts for scholarship purposes.

In 1942 the Public Relations and Progress Committee was established and a Public Relations Officer was hired. A Consultant Committee was appointed in 1948 with the sole purpose of overseeing the transfer of McKenzie Seeds to the provincial government for financial support through the McKenzie Foundation.

Scope and Content:

Series consists mainly of minutes of meetings and correspondence between various Board members and the College. It is a very detailed and descriptive compilation of the decision-making processes at a higher education institution. There are copies of minutes from the Executive Committee in amongst the general Board Minutes. Series also contains a copy of an appraisal of Brandon College Inc. by the General Appraisal Company Ltd. (Vancouver) completed in 1957.

Storage Location: RG 1 Brandon College fonds
 Series 1: Board of Directors

Arrangement:

Series has been divided into one sub-series: (1) Minutes of General Board Meetings.



BC 7: Brandon College Alumni Association

<http://archives.brandonu.ca/en/permalink/descriptions4249>

Part Of: RG 1 Brandon College fonds

Description Level: Series

Series Number: 7

GMD: textual records

Date Range: 1912-1967

Physical Description: 13 cm

History /

Biographical:

The Brandon College Alumni Association was created in the spring of 1912. The Arts Class of 1912, the Theological graduates and also the Ad Eundem graduates met together with old graduates who were in the city. It was decided to form an Alumni Association of Brandon College open to all Arts and Theological graduates, past, present and future, as well as those admitted Ad Eundem. An executive was elected, Reverend J.C. Bowen of Winnipeg being appointed President, and J. Dempsey, Class of 1912, Secretary. The matter of drawing up a constitution was left to the executive.

A meeting was held by the executive on November 21, 1912 in order to discuss membership into the Association. A resolution was eventually passed that approved the basis set down the previous spring: All Arts, Theological and Ad Eundem graduates were to be admitted into the Association.

The Alumni Association was created by students in order for graduates and former students of Brandon College to maintain contact with the College and each other and to promote the College's interests.

The Alumni Association's activities included: publication of the quarterly Alumni News, mailed to all members and associate members; administration of the Alumni-contributed \$17 000 J.R.C. Evans (Memorial) Student Loan Fund, providing interest free loans to worthy students; representation on Brandon College Board of Directors; contributions to College expansion; organization of Association branches in major cities and of social events for Alumni members.

Scope and Content:

The records of the Alumni include newsletters, "Alumni News," and various other documents dealing with the association.

Storage Location: RG 1 Brandon College fonds

Series 7: Brandon College Alumni Association



BC 8: Brandon College Students Association

<http://archives.brandonu.ca/en/permalink/descriptions4250>

Part Of: RG 1 Brandon College fonds

Description Level: Series

Series Number: 8

GMD: textual records

Date Range: 1905-1967

Physical Description: approx. 65.5 cm

History /

Biographical:

The first organization involving the students of Brandon College was created in 1899 or 1900. It was entitled the Literary Society. This society was run by students and faculty to cultivate literary and musical gifts and to provide training in public speaking and in the transaction of business. In 1901, a College branch of the Y.W.C.A. was formed as well as a Students' Missionary organization. A College branch of the Y.M.C.A. followed in 1902. The Brandon College Athletic Association was created in 1904 to direct the affairs of the various athletic games.

The first idea of a Student Council-type organization began in 1906 with the creation of the Students' Committee. This committee was created in order to develop a worthy College spirit and to promote a worthy College life.

"A committee of five students shall be appointed annually early in the college session whose office it shall be to confer with the Resident Master on matters pertaining to residential life, and with the Faculty on matters pertaining to the general life of the College. This committee shall consist of five members, three resident and two non-resident. In matters relating to the residence the three resident students alone shall act. This committee shall represent the Student Body in any matters in which that body may wish to confer with the Faculty, or may of its own motion confer with the faculty on any subject thought to be of interest in promoting proper College life."

In 1909 the Debating Society was created for training in public speaking. A Publications Committee was created in 1910 to publish the new student magazine, *The Quill*. The Students' Committee became known as the Student Council in 1915. Also in 1915, a Committee on College Activities was formed. This consisted of the President, two faculty members and two students. It was appointed by arrangement of the College Council each year to regulate the various activities of College life. It became known as the Functions Committee in 1921.

The 1920-1921 College Calendar is the first calendar that mentions the Brandon College Students Association. It states under the heading of Student Organizations that:

"The Literary and Debating Societies, the Athletic Association, the Y.M.C.A. and the Y.W.C.A. are integral parts of the Brandon College Students' Association, and are managed by committees appointed by the Association."

1921 saw the formation of the Students' Christian Movement which replaced the Y.M.C.A. and the Y.W.C.A. Under the Students' Christian Movement group, students held weekly devotional and educational services, and conducted Bible and mission study classes.

The 1936-1937 College Calendar shows that a change took place that year in the student council. Instead of just five students of the College being elected to the Council, there are now two separate councils. The calendar states that:

"The students of the men's and of the womens' residences appoint annually a representative committee of five, whose function it is to consider the interests of College life from the point of view of the residence body, conferring with the Faculty when necessary."

Although these groups of five were known as the student council, there was a Student Executive of the Brandon College Students Association that was a separate entity. It consisted of the Senior Stick, the Lady Stick (since 1923), the heads of various boards, and the class presidents. This governing student body continued until 1966 when it underwent an extensive reorganization. During that year, the positions of Senior and Lady Sticks were abolished so that the elected student president could be a man or a woman. This president would be assisted by elected 'sticks' from each faculty of Arts, Science, Education and Music. This form of government continued until 1967, when Brandon College became Brandon University.

Scope and Content:

The Student Association files cover a wide variety of topics and consist mainly of minutes from various student groups and clubs on the Brandon College campus. The records are a first hand look at how student governments were run during the Brandon College era.

Series has been divided into twenty four sub-series, including: (1) Lady Stick's Notes; (2) Memorial Gymnasium Book; (3) Minutes (Literary Board); (4) Expansion Fund Committee; (5) Athletic Board Finance; (6) Finance Board; (7) Main Executive Committee; (8) Functions Committee; (9) Athletic Association/Athletic Board; (10) Contemporary Club; (11) Social Science Club; (12) BCSA Records; (13) Co-Ed Association; (14) English Club; (15) Sports Awards; (16) Record of Social Events; (17) Brandon College Ministerial Association; (18) Ledgers; (19) Freshie Week Committee; (20) Arts Banquet Committee; (21) French Club; (22) Intervarsity Night Report; (23) Publications Committee; and (24) Student Missionary Band.

Storage Location: RG 1 Brandon College fonds

Series 8: Brandon College Students Association

Related Material: RG 6 (Brandon University fonds), series 14 (BUSU - Brandon University Students Union).



BC 10: Brandon College Ministerial Committee

<http://archives.brandonu.ca/en/permalink/descriptions4277>

Part Of: RG 1 Brandon College fonds

Description Level: Series

Series Number: 10

GMD: textual records

Date Range: 1908-1937

Physical Description: 2 cm

History /

Biographical:

The Ministerial Committee was created with the purpose of discovering prospective students for the Baptist ministry. To become recognized as a student in Theology, a student had to be examined by the Ministerial Committee. The committee looked at the student's intellectual, moral and spiritual fitness for the work of the ministry. He was then graded on his chances at entering the ministry. The committee could tell him that he was not suitable for ministerial work, or they could put him on the "encouraged" list. After repeated meetings with the Committee, a student could be voted as "accepted" as a prospective Baptist ministerial student.

Scope and Content:

These records consist of a book from the Ministerial Committee. It contains the records of prospective theological students, including comments on their spirituality, morality and intellect. It records which students were rejected, encouraged and accepted into the program. Some notable students interviewed in this collection are: J.R.C. Evans, John Hart, Charles Stone, H. Friend, J. Church, and Tommy Douglas.

Name Access: J.R.C. Evans

John Hart

Charles Stone

H. Friend

J. Church

Tommy Douglas

Storage Location: RG 1 Brandon College fonds

Series 10: Brandon College Ministerial Committee



BC 14: Brandon College expansion fund

<http://archives.brandonu.ca/en/permalink/descriptions4290>

Part Of: RG 1 Brandon College fonds

Description Level: Series

Series Number: 14

GMD: textual records

Date Range: 1959-1969

Physical Description: 63 cm

History /

Biographical:

The Brandon College Expansion Fund was created by the Board of Directors in the late 1950s in order to raise money for Brandon College. This money would help with the much needed expansion of Brandon College. The school's physical facilities had become inadequate for the number of students enrolled and the variety of courses offered. The Expansion Fund, with the initial goal of raising one million dollars, would enable Brandon College to provide students with adequate space to learn. The Fund was very successful, as the 1960s were defined by the sound of construction at Brandon College. In 1960, a new Arts and Library Building and Lecture Theatre were built. A Men's Residence and Dining Hall arrived soon after. A Gymnasium was built, as well as a Women's Residence and Music Building. By the time that Brandon College received its university charter an Education Building was just being completed.

Scope and Content:

The Expansion Fund records contain information regarding the Fund raising campaign during the late 1950s and early 1960s. There are Daily Reports, Situation Reports, and Purchase Orders. As well, there are mailing lists, canvasser lists and division lists. The records contain several Canvasser's Kits, as well as a booklet entitled "Brandon College Looks Ahead". There are various reports from 1958 and 1959. The files include Corporate Donor cards, Alumni Addresses, Reference cards, Eastern Canada business contacts, lists of former students, and obituaries of alumni. There are official receipts, newsletters and some correspondence. There is also correspondence dealing with the fundraising campaign for a Centennial Auditorium.

Storage Location: RG 1 Brandon College fonds
Series 14: Brandon College Expansion Fund

Related Material: RG 6 (Brandon University fonds), series 11 (Brandon University Foundation).



Brandon College library - Director of library services

<http://archives.brandonu.ca/en/permalink/descriptions4293>

Part Of: RG 1 Brandon College fonds

Description Level: Sub-series

Series Number: 15.2

GMD: textual records

Date Range: 1957-1963

Physical Description: 13 cm

Scope and Content:

These records were created by the Director of Library Services from the year 1957 until 1963. It is mainly business correspondence and memorandums. The files include correspondence between the Director of Library Services and various people regarding the library. There are also memorandums to the faculty.

Storage Location: RG 1 Brandon College fonds
Series 14: Brandon College Library

Related Material: RG 6 (Brandon University fonds), sub-series 8.1 (Director of Library Services).



MG 1 Brandon College teaching and administration

<http://archives.brandonu.ca/en/permalink/descriptions4295>

Part Of: RG 1 Brandon College fonds

Description Level: Series

Series Number: MG 1

GMD: multiple media

History /

Biographical:

This is an artificially created series.

Custodial History:

See individual sub-series for custodial history.

Scope and Content:

Series contains private papers from various professors and administrators at Brandon College.

It has been divided into the following sub-series:

MG 1 1.1 Rev. Dr. Samuel James McKee

MG 1 1.2 Rev. Dr. Franklin W. Sweet

MG 1 1.3 Mrs. Olive Wilkins

MG 1 1.4 Thomas Russell Wilkins

MG 1 1.5 Esther Magdalene Moore

MG 1 1.6 Thomas Hector McLeod

MG 1 1.7 Albert Edward McKenzie

MG 1 1.8 Evan McDonald Whidden

MG 1 1.9 Sarah Persis Darrach

MG 1 1.10 J.R.C. Evans

MG 1 1.11 Martin Johns

MG 1 1.12 Wilfred McCutcheon

Name Access: S.J. McKee
Franklin Sweet
Olive Wilkins
Thomas Wilkins
Esther Moore
Tommy McLeod
A.E. McKenzie
Evan Whidden
Martin Johns

Storage Location: RG 1 Brandon College fonds
MG 1 Brandon College Teaching and Administration



BC 11: Brandon College military training programs

<http://archives.brandonu.ca/en/permalink/descriptions4278>

Part Of: RG 1 Brandon College fonds

Description Level: Series

Series Number: 11

GMD: textual records

Date Range: 1915-1960

Physical Description: 45 cm

History /

Biographical:

In 1914 World War I broke out in Europe. As soon as Britain became involved in the war, Canada, as part of the British Empire, was involved. As soon as Canada became involved in the war, Brandon College became involved. In keeping with the patriotism of the time, Brandon College organized a Canadian Officers Training Corps in 1915. It was soon a common sight to see students drilling several times a week in every type of weather. Often the women of the college would offer food and drink after the more grueling experiences. In 1916, a Brandon College platoon was organized under J.R.C. Evans. When he was declared medically unfit to go overseas, the command went to Lieutenant William Carey McKee. Carey was the son of S.J. McKee. He had graduated from Brandon College in 1914, and secured his M.A. in 1915. The Brandon College platoon joined up with the Western Universities Battalion, the 196th. The men went overseas in 1916, most remained there until after the war. Sadly, their admired leader, Carey McKee, was killed on August 26th, 1918 at Arras, just months before the end of the war.

Over thirty other Brandon College men failed to return home from the war. Remaining students immediately began planning for a memorial gymnasium to honour their fallen friends. They eventually raised over \$20 000 towards the gym, but the money was given as a gift to the administration during the late 1920's and early 1930's when the College was in dire need of money. Although the Students' Memorial Gymnasium Fund went on for several years, due to lack of money and rising building costs, the memorial gymnasium was never built.

The C.O.T.C. remained on the campus, but it was not as integral a part of daily routine until the late 1930s. Once again, hostilities broke out in Europe. This time, however, Canada did not automatically become involved in the war when Britain did. In an attempt to show the world its independence, Canada waited five days before officially declaring war. By 1940, the C.O.T.C. was in full swing again. As well, part of Brandon College was given to the Royal Canadian Air Force for use as classrooms and accommodations.

After the cessation of World War II, the C.O.T.C. remained on campus. The S.J. McKee Archives has records of the organization up until 1960. The 1951 Brandon College Calendar describes the University of Manitoba contingent of the C.O.T.C., so at some point the two organizations were amalgamated. The 1954 Brandon College Calendar describes the R.C.A.F. (Reserve) University of Manitoba Squadron that students can apply for. Finally, the 1957 Brandon College Calendar contains a description on the Regular Officers Training Plan, which students could apply for. All of these programs were still in effect when the College was granted its University Charter in 1967.

Scope and Content:

The first member of Brandon College to join up was a professor, Philippe Louys. He happened to be visiting his father in France when hostilities broke out. He joined the French Army, and was almost immediately taken prisoner. For several years he tried to escape, finally being successful on his fourth try. Louys immediately began retraining in the French Army, but as soon as he was ready to fight again, the war ended. Philippe Louys' story is not uncommon in the history of Brandon College. The professors and students felt it was their duty to join the ranks and fight along with the rest of the British Empire. Most of them left the halls of the College, and many never returned.

The records consist mainly of correspondence having to do with the Canadian Officers Training Corps. There are also letters referring to Brandon College students who served in the World Wars. As well, there are lists of Unit Orders and Syllabii for the instructors of the C.O.T.C. There are also files regarding the War Maintenance Fund from 1918 and 1919. These records are a good source of material for studying how Brandon College viewed the outbreak of hostilities in Europe, and how the College responded to the crisis. Also, they show how attitudes changed about war and the college's role in it from the period of 1915 to 1960. The Presidents' files also have information on the role the military played at Brandon College. Finally, the series contains attestation and application for military training forms (1941-1943).

Storage Location: RG 1 Brandon College fonds
 Series 11: Brandon College Military Training Programs



BC 13: Brandon College ledger and minute books

<http://archives.brandonu.ca/en/permalink/descriptions4283>

Part Of: RG 1 Brandon College fonds

Description Level: Series

Series Number: 13

GMD: textual records

Date Range: 1899-1967

Physical Description: 1.89 m

History /

Biographical:

These files were created from 1899-1967. They include almost all of the financial records from this time. Before the creation of the Bursar position in 1910, the files were probably created by Dr. McDiarmid and Dr. McKee. After 1910, it is assumed that it was primarily the Bursar's responsibility to update the ledgers. As well, various committees were involved in the creation of these ledgers, such as the Refund Committee and the Library Committee.

Scope and Content:

Many of the Ledgers in this collection contain clear information about how Brandon College raised and spent its money. There are General Accounts Ledgers that give an overall view of the College's finances, as well as Financial Reports from 1910 through to 1969. There are several ledgers entitled Cash Receipts and Disbursements and Petty Cash.

Some interesting files from a researcher's point of view are the Student Accounts Ledgers. Dating from 1899, these ledgers contain information regarding each student that attended Brandon College. The ledgers record the tuition, board and other students expenses, how it was paid and who it was for. There are also Book Accounts. These two books describe the books students had to buy for their classes. There is a book of room deposits, as well as a list of students by their hometown and denomination.

The Miscellaneous file is probably the most interesting one in the collection. There is a ledger created by Sadie Northam in 1898. The book contains expenses from what was possibly the Dining Room, as the purchases are mainly large amounts of groceries. The collection also includes the minute book from the Refunds Committee from 1914 to 1923. This committee heard appeals from students who desired some or all of their money back from the College. A very intriguing article in the miscellaneous file is that of the COTC Day Sheets. This ledger runs from March through April of an unknown year, although it most likely was 1915 or 1916. It has a list of students that were in the COTC and has columns for each day that they had drill practice. They COTC drilled twice a day, and the Day Sheets mark if the student was present for drill, and if he was not, what his reason for being absent was. It also contains a list of duties for the duty officer, as well as some memorandums.

There are two books in this series that record the Staff salaries from 1918 to 1921 and 1926 to 1928. There is also a ledger from the Brandon College Institute, Session 08. There is no date on this ledger, and it is not quite certain what the Institute was, as there is no other mention of it. Although the collection has been divided under various headings, it must be noted that there is considerable overlap, especially between the General Accounts, Cash Receipts and Disbursements, and the Student Accounts Ledgers.

The series has been divided into six sub-series, including: (1) General accounts ledgers; (2) Financial reports; (3) Cash receipts and disbursements ledgers; (4) Petty cash ledgers; (5) Student accounts ledgers; and (6) Miscellaneous ledgers and minute books.

Storage Location: RG 1 Brandon College fonds
 Series 13: Brandon College Ledger and Minute books