

# S. J. McKee Archives



## AgEx original results

<http://archives.brandonu.ca/en/permalink/descriptions4380>

Part Of: RG 2 Provincial Exhibition of Manitoba Association fonds

Description Level: Series

Fonds Number: RG2SF3

Series Number: 3.7

GMD: textual records

Date Range: 1983, 1985

Physical Description: 6.5 cm

History /

Biographical:

The series was created by a member of the administrative staff attached to the Board of Directors of the Provincial Exhibition of Manitoba.

Custodial History:

See sous-fonds RG2SF3 for custodial history.

Scope and Content:

The series includes the original results from the 1983 and 1985 AgEx competitions.

Notes: Inventory of documents in the series is available in the printed finding aid.

Storage Location: RG 2 Provincial Exhibition of Manitoba Association fonds  
RG2SF3 AgEx



## Provincial exhibition of Manitoba original results

<http://archives.brandonu.ca/en/permalink/descriptions4359>

Part Of: RG 2 Provincial Exhibition of Manitoba Association fonds

Description Level: Series

Fonds Number: RG2SF1

Series Number: 1.7

GMD: textual records

Date Range: 1935-1949, 1984, 1985

Physical Description: 13 cm

History /

Biographical:

See Administrative History RG2SF1 Provincial Exhibition of Manitoba.

Custodial History:

The records were housed with the PEM and the MEA until c1986 when they were transferred to the S.J. McKee Archives at Brandon University.

Scope and Content:

This series contains records from the horse races from 1935 to 1949. These ledgers contain information regarding the horse, the horse's owner, who entered the horse, who is riding or driving the horse, where the horse is from, the color, sex, gait and age of the horse, what race he is entered in, and what prize money is to be won. As well, the series contains the original results files from 1984 and 1985. These files include the results of several different events and competitions, and include information on the exhibitor and exhibit, as well as the prize money to be collected.

Notes: Inventory of documents in the series is available in the printed finding aid.

Storage Location: RG 2 Provincial Exhibition of Manitoba Association fonds  
RG2SF1 Provincial Exhibition of Manitoba



## Manitoba winter fair original results

<http://archives.brandonu.ca/en/permalink/descriptions4371>

Part Of: RG 2 Provincial Exhibition of Manitoba Association fonds

Description Level: Series

Fonds Number: RG2SF2

Series Number: 2.7

GMD: textual records

Date Range: 1982-1985

Physical Description: 43.5 cm

History /

Biographical:

The series was created by a member of the administrative staff of the Board of Directors. It is believed that these files were originally part of a larger administrative file, but before deposit in the archives they were separated from the files and a new series was created.

Custodial History:

The records were held by the MEA until c1986 when they were transferred to the S.J. McKee Archives at Brandon University.

Scope and Content:

The files include original results for the different events from 1982, 1983, 1984, and 1985.

Notes: Part of RG2SF2. Inventory of the documents in the series is available in the printed finding aid.

Storage Location: RG 2 Provincial Exhibition of Manitoba Association fonds  
RG2SF2 Manitoba Winter Fair



## BUPC 2: Campus buildings

<http://archives.brandonu.ca/en/permalink/descriptions7>

Part Of: Brandon University Photograph Collection

Description Level: Series

Series Number: 2

GMD: graphic

Date Range: c.1909 - 2000; predominant 1960s - 1996

Physical Description: 604 photographs (b/w & colour)

Scope and Content:

Series consists of photographs of various buildings found on the Brandon College/University campus.

Subject Access: Buildings

Storage Range: Photograph storage drawers

Arrangement:

Series is divided into 13 sub-series, including: (1) Aerials; (2) Brandon College Building & Clark Hall; (3) Citizens' Science Centre & Knowles Douglas Building; (4) Richardson Centre & A.E. McKenzie Building; (5) Healthy Living Centre & Henry Champ Gymnasium; (6) Dining Hall & Residences; (7) Education Building; (8) Original Music Building & the Queen Elizabeth II Music Building; (9) J.R. Brodie Science Centre; (10) Dr. James and Mrs. Lucille Brown Health Studies Complex; (11) Jeff Umphrey Building & Glen P. Sutherland Art Gallery; (12) Physical Plant; (13) H-Huts.



## BC 9: Clark Hall women's residence

<http://archives.brandonu.ca/en/permalink/descriptions4276>

Part Of: RG 1 Brandon College fonds

Description Level: Series

Series Number: 9

GMD: textual records

Date Range: 1906-1953

Physical Description: 51.5 cm

History /

Biographical:

Clark Hall was built in 1906 as a women's residence. The name comes from Dr. C.W. Clark, a physician who believed that women should be as highly educated as possible. To that end, he donated \$30 000 of the \$40 000 dollars needed to construct the building. The residence opened on October 18, 1906 with Miss Ernestine R. Whiteside presiding as Lady Principal.

With the building of Clark Hall came new departments geared towards young women. A Music and Arts department was started, as was a Physical Culture and Expression department. The residence was soon full, and in 1911 the first Clark Hall Annex was created to house 25 women who could not get into Clark Hall proper. This annex was located at 1335 Lorne Ave., and it is still in existence today. The second Clark Hall Annex, that replaced the first, was located on Louise Ave. It is also still standing, and is now an apartment building.

LADY PRINCIPALS/DEAN OF WOMEN:

#### ERNESTINE ROBERTA WHITESIDE (1906-1918)

Miss Whiteside was born in 1876. She graduated from McMaster University in 1898. In 1906 she was hired as the first Lady Principal of Clark Hall. She served this post capably and was greatly admired by all who met her. In 1918 she resigned as Lady Principal to assume headship of Moulton College in Toronto. She resigned from Moulton in 1930 due to uncertain health. Miss Whiteside was a Board Member of the Women's Baptist Missionary Society, as well as being editor of "The Link and Visitor". She was the corresponding secretary for the Women's Inter-Church Council of Canada from 1939 to 1949. Miss Whiteside resigned the editorship of "The Link and Visitor" in 1956. On June 14, 1960, she died in Toronto.

#### OLIVE A.C. WILKINS (1919-1925)

Olive Agnes Cross was born on June 17, 1891 in Newton Centre, Massachusetts. She received her B.A. from McMaster in 1912. She married Thomas Russell Wilkins on June 17, 1913. Mrs. Wilkins accepted the position of Lady Principal of Clark Hall in 1919. She also was retained as an English Teacher. Mrs. Wilkins resigned in 1925. On May 13, 1937, she died rather suddenly. Mrs. Wilkins personal files are located in the Brandon College Teaching and Administration series.

#### JANE (JENNIE) TURNBULL (1926-1927)

Jennie Turnbull was born c.1896. She was educated at Brandon Central School and the Brandon Collegiate Institute. Miss Turnbull entered Brandon College in 1911. She graduated with her B.A. in 1915, and followed this with her M.A. in 1916. After taking a Normal Course in Regina, Miss Turnbull returned to join the Brandon College faculty as instructor in French in 1918. She studied at La Sorbonne in Paris during the years 1921 and 1922. Miss Turnbull spent parts of 1919, 1920, 1926, and all of 1927 and 1928 at the University of Chicago, where she secured her Ph.D. During the school year 1926-1927, Miss Turnbull served as Dean of Women (formerly known as Lady Principal). She was a very well-travelled individual, and she was the author of *Essential Traits of French-Canadian Poetry*. In 1963 Miss Turnbull moved to British Columbia, where she died on December 30, 1966. During the time that Miss Turnbull taught at Brandon College, she was an integral part of the college community. She was responsible for the formation of a French Club, and served on various committees and boards with great skill.

#### ANNIE (EVANS) WRIGHT (1927-1934)

Miss Annie Evans was born on December 29, 1881 in Derbyshire, England. She moved with her family to Canada around 1889. She taught school before entering the Brandon College Business Training Department in 1908. In 1909, Miss Evans was given a position in the Business and Academic Department of the College. In 1915, she married the music professor, Dr. William L. Wright. In 1926, Mrs. Wright received her B.A. degree from Brandon College. She followed that with her M.A. from the University of Chicago in 1927. From 1927 until 1934, Mrs. Wright served as the Dean of Women. From 1927 until 1945, she was employed as a professor of English. She moved to Robson, B.C. with her husband, where she lived until her death in 1959. She was the older sister of Dr. J.R.C. Evans.

#### DOROTHY WERTHENBACH (1934-1935)

Miss Werthenbach received her early education in Minnesota and Saskatchewan and graduated from the University of Alberta with Honours in History. She took up the profession of teaching. She was an instructor at the Indian Residential School before she accepted the position of Dean of Women in the fall of 1934. She also taught grade 12 History at the College. Miss Werthenbach left Brandon College in 1935, after having spent one year as the Dean of Women. From 1931-1934 she served on the Executive of the Brandon Art Club, including a

year as President (1933-1934). At some point after leaving Brandon, Miss Werthenbach married C.G. Nelson and relocated to Calgary. She and her husband had three, possibly four children. Mrs. Nelson died in a plane crash at Moose Jaw.

#### MARJORIE B. MCKENZIE (1935-1936)

Miss McKenzie was born in Brandon and was a graduate of Brandon Collegiate and Brandon College. She received her B.E. degree from the Columbia College of Expression in Chicago, and her M.Sc. in speech from Northwestern University at Evanston, Illinois. From 1927 to 1930 she was Instructor in Dramatic Art at Brandon College. She resigned to do post-graduate work. In 1935, Miss McKenzie returned as Instructor of Public Speaking in the Theological Department and Dean of Women in Clark Hall. Miss McKenzie resigned as Dean of Women after one year at the post.

#### SARAH PERSIS DARRACH (1936-1953)

Miss Persis Johnson was born in Rosscarberry, Ireland on February 8, 1886. She was educated in both Ireland and Canada, graduating from the Brandon General Hospital nurses program in 1911. She did her postgraduate work in Chicago. Miss Johnson was the assistant matron at Brandon General Hospital when she left for overseas in 1914 to serve in the war. Miss Johnson enlisted in the Canadian Over-seas Expeditionary Force on May 12, 1915 in London, England. She was overseas until 1918, stationed in both England and France. While there, Miss Johnson was awarded the Royal Red Cross, 2nd class, and the Royal Red Cross, 1st class, the latter of which was awarded to her in 1919 by the Prince of Wales during his visit to Brandon. She became the fourth superintendent of nurses at Brandon General Hospital. Sometime during the 1920's, Miss Johnson married Robert Darrach, who was on the Brandon College Board of Directors. In 1934, she was named a member of the Order of the British Empire (Civilian) for her tireless effort doing charity work. In 1936 she accepted the position of Dean of Women at Brandon College. She served in this post until 1953. In 1971, Brandon College awarded her an honorary L.L.D. Darrach Hall, the Men's Residence on the Brandon University campus, was named for her. Mrs. Darrach died on September 25, 1974.

#### FLORA COWAN (1953-1967)

Mrs. Flora Cowan was born on July 15, 1902 in Edinburgh, Scotland. She was the daughter of Adam and Helen Cruickshank. She married E.C. Cowan, and they had two children, Franklin and Ruth. From 1953 until Brandon College became Brandon University, she served as the Dean of Women. In 1966 she received the good Citizenship Award of the Golden Boys of Manitoba. She was a member of the I.O.D.E. and a life-member of the International Peace Garden, and the Provincial Council of Women. From 1954 to 1970 Mrs. Cowan served as a member of the Brandon City Council. She was also the Chairman of the Board for Fairview Home, Inc. In 1967, Mrs. Cowan received the Trillium Business and Professional Club Woman of the Year Award. She was also a member of several other community committees. The women's residence at Brandon University, Flora Cowan, is named for her. In December 1980, Mrs. Cowan finally retired from her many positions. She died in Brandon on September 25, 1986 at the age of 84.

#### Scope and Content:

The records from this series are mainly concentrated in the early years of Clark Hall. Miss Whiteside kept several journals that depict a very in-depth look at college life for young women in the early twentieth century. These records include: a Commonplace book, in which Miss Whiteside kept detailed accounts of the resident women and what was happening in Clark Hall; a "Saturday" book, which describes what she discussed at the meeting she held with the resident women every Saturday; Scrapbooks, which have programs and pictures detailing the everyday life of a College woman. These records are an invaluable source of information on the education of young women at the turn of the century. As well, Mrs. Wilkins files located in the Brandon College Teaching and Learning files give an excellent account of life at Clark Hall.

The series also contains copies of Clark Hall calendars for 1909-1925. There is also one undated calendar, which may be from 1911-1912.

Notes:	The original accession number for the Clark Hall calendars is RP80-45. A copy of the program for the memorial service held at First Baptist Church October 1974 for Sarah Persis Darrach is located in her biography file in the Reading Room.
Storage Location:	RG 1 Brandon College fonds Series 9: Clark Hall Women's Residence
Related Material:	MG 1 1.9 Sarah Persis Darrach fonds Maureen Johnson collection (10-2009)  Accession 0104 Brandon University Art Collection, portrait of C.W. Clark M.D. painted by Henrietta Hancock. The portrait currently hangs in the McKee Archives. A brief biographical note concerning Clark appears with the portrait.

#### Arrangement:

Series has been divided into four sub-series, including: (1) Clark Hall commonplace book, saturday book and chronicle; (2) Clark Hall scrapbooks 1907-1953; (3) Clark Hall calendars 1909 -1925; and (4) Clark Hall student council minutes 1928-1935



## BC 5: Brandon College Senate

<http://archives.brandonu.ca/en/permalink/descriptions4247>

Part Of:	RG 1 Brandon College fonds
Description Level:	Series
Series Number:	5
GMD:	textual records
Date Range:	1900-1967
Physical Description:	60 cm

The Brandon College Senate was created in 1900 under "An Act to Incorporate Brandon College." At the time, however, the Senate was not given a clear policy mandate. The Act stated: The Professors in said College, together with three members of the Board of Directors nominated by the said Board for that purpose, shall constitute the Senate, to whom shall be entrusted the reception, academical superintendence and discipline of the students and of all other persons within the said College.

Despite general authority over the discipline of students, measures to enforce discipline and the power to appoint or remove professors rested with the Baptist Convention. As a result, the Senate remained largely ineffective until 1910 when the Board re-defined their function as follows: The Senate be composed of the Council of the College together with three members appointed by the Board of Directors. That this body shall be responsible for all matters that concern the determination of the curriculum, the recommendations to the Board regarding appointments of instructors in subjects otherwise specifically assigned to individual members of the several faculties.

These new powers provided the Senate with a rational boundary of authority including some control over the curriculum, but its main function was still recommendations to the Board on matters concerning faculty. There are no known documents regarding the Brandon College Council, which existed from 1910 to 1915. Affiliation with McMaster was a contentious issue with faculty. Courses had to correspond with those in McMaster, effectively eliminating the Brandon College Senate from its authority over academic matters.

In 1915 the Senate was re-organized following the "Act to Amend An Act to Incorporate Brandon College." With this reorganization the Senate assumed a more direct role in the selection of faculty and tutors. As well, the Senate became a stronger advisory body of the faculty.

The Brandon College Senate remained relatively unchanged until 1939 when, under by-law 1, the Board defined the Senate functions as:

Power to regulate instructions and to determine the methods and limits of instructors.

To prepare a calendar of the College for publication.

To recommend to the Board the establishment or abolition of, or any changes in departments, chairs, lecture-ships, bursaries, scholarships and prizes, and generally have charge of all matters of an academic character, but shall not have any power to incur any expenditures or liabilities on behalf of the Corporation until specifically authorized by resolution of the Directors, nor shall their powers be construed as authority to engage teachers for the Corporation.

Along with these functions the Senate was also the body that possessed the binding authority to deal with all academic grievances.

The Senate under the new Charter and by-law 1, consisted of the President, Chairman of the Board, seven members from the faculty (including President and Registrar), and six members from the Alumni. The Registrar was to act as Secretary.

The Senate was changed once more in 1959. This change led to a more significant role in the administration of Brandon College.



#### Scope and Content:

These records consist mainly of minutes from various faculty council and executive meetings from 1900 to 1942 including Arts, Science and Theology faculties. Included as well are Minutes of the Ministerial Committee of the Baptist Union of Western Canada As well, there are University of Manitoba Senate Minutes dating from 1950 to 1958.

Storage Location: RG 1 Brandon College fonds  
Series 5: Brandon College Senate



## BC 12: Brandon College publications

<http://archives.brandonu.ca/en/permalink/descriptions4279>

Part Of: RG 1 Brandon College fonds  
Description Level: Series  
Series Number: 12  
GMD: textual records  
Date Range: 1910-1967  
Physical Description: 6 cm (excluding The Quill, The Sickie, Student Handbooks and The Spectrum)

#### History /

#### Biographical:

See sub-series descriptions for History/Bio information on:

##### The Quill

(RG 6 Brandon University fonds, series 14 (BUSU), sub-series 14.5 (publications), 14.5.3 (The Quill))

##### The Sickie

(RG 6 Brandon University fonds, series 14 (BUSU), sub-series 14.5 (publications), 14.5.1 (The Sickie))

##### Student Handbooks

(RG 6 Brandon University fonds, series 14 (BUSU), sub-series 14.5 (publications), 14.5.2 (Student Handbooks))

##### Brandon College Bulletin

(RG 1 Brandon College fonds, series 12 (Brandon College publications), 12.4)

##### Brandon Reflections

(RG 1 Brandon College fonds, series 12 (Brandon College publications), 12.5)

##### The Spectrum

(RG 6 Brandon University fonds, series 14 (BUSU), sub-series 14.5 (publications), 14.5.1.3 (The Spectrum))

#### Scope and Content:

Series consists of magazines, newspapers, yearbooks, bulletins and directories published by Brandon College. It has been divided into seven sub-series, including: (1) The Quill; (2) The Sickie; (3) Brandon College Student Handbook; (4) Brandon College Bulletin; (5) Brandon Reflections; (6) Miscellaneous Brandon College publications; (7) The Brandon College Gazette; and (8) The Spectrum.

Notes: Although many of the records in this series are part of RG 1 Brandon College fonds, it was decided administratively, because of the continuity with Brandon University and the ongoing character of the records, to locate the Quill, the Sickle (and the Spectrum) and the Student Handbooks within RG 6 Brandon University fonds as part of series 14 (BUSU), sub series 14.5 (BUSU publications).

Storage Location: RG 6 Brandon University fonds  
Series 14: BUSU  
14.5 BUSU publications

Related Material: RG 1 Brandon College fonds  
Series 12: Brandon College publications  
RG 6 (Brandon University fonds), series 14 (BUSU), sub series (BUSU publications).

Arrangement:  
Due to the relocation of the Quill, the Sickle, the Student Handbooks and the Spectrum within RG 6 Brandon University fonds, sub-series' 12.1, 12.2, 12.3 and 12.8 do not exist within the arrangement of RG 1 Brandon College fonds.



## BC 15: Brandon College library

<http://archives.brandonu.ca/en/permalink/descriptions4291>

Part Of: RG 1 Brandon College fonds

Description Level: Series

Series Number: 15

GMD: textual records

Date Range: 1912-1967

Physical Description: 33 cm

History /

Biographical:

From the very beginning, Brandon College has maintained library services for its students. A professor was put in charge of the library, although in the beginning it was little more than an empty shelf in a cabinet. As it grew, there became more of a need for an administrative body. A Library Committee was created in order to keep the library running smoothly. With the construction of the A.E. McKenzie Building in 1960 came a permanent resting place for the Brandon College Library.

Scope and Content:

The records include a 3 cm book of Library of Congress Card Orders of Recent Publications from 1957 to 1960. As well, there are applications for employment, minutes from the Library Committee and Sub Committees. There is also correspondence from the Director of Library Services and accession records.

Series has been divided into three sub-series, including: (1) Minutes; (2) Director of Library Services; and (3) Library Accession Records.

Storage Location: RG 1 Brandon College fonds  
Series 15: Brandon College Library

Related Material: RG 6 (Brandon University fonds), series 8 (Brandon University Library Services).



## MG 2 Brandon College students

<http://archives.brandonu.ca/en/permalink/descriptions4302>

Part Of: RG 1 Brandon College fonds

Description Level: Series

Series Number: MG 2

GMD: multiple media

Date Range: 1901-2006

Physical Description: See individual series for extent.

History /

Biographical:

The Brandon College Students series is an artificially created collection. It contains the private papers of former Brandon College students.

Scope and Content:

The series has been divided into the following sub-series:

MG 2 2.1 Kathleen Emily Kenner

MG 2 2.2 Gerald R. Brown

MG 2 2.3 Saul L. Cohen

MG 2 2.4 Paul McKinnon

MG 2 2.5 Verda McDonald

MG 2 2.6 Frances Percival (nee Fraser)

MG 2 2.7 Raymond R. Bailey

MG 2 2.8 Harold Arthur Kinniburgh

MG 2 2.9 Barbara Cooper

MG 2 2.10 Class of 1953

MG 2 2.11 Elizabeth Kovach

MG 2 2.12 Carole Paintin-Dence

MG 2 2.13 Edward Lloyd Bowler

MG 2 2.14 Rev. Einar Egilsson

MG 2 2.15 George Thorman

MG 2 2.16 Robert Dudley Howland

MG 2 2.17 Charles H. Koester

MG 2 2.18 Robert Harvey

MG 2 2.19 Lawrence Skeoch

MG 2 2.20 Edith Laycock

MG 2 2.21 Marion Stone

MG 2 2.22 Margaret Doran Roberts

MG 2 2.23 Georgina (Hill) Matiation

MG 2 2.24 Class of 1950

MG 2 2.25 Donald Freeman

MG 2 2.26 William Archibald Branton

MG 2 2.27 Adelene Monica Bailey

MG 2 2.28 Lois and Gordon Daly

MG 2 2.29 Marionne Scott

MG 2 2.30 Christine Coltart

MG 2 2.31 Bertha Leith (nee Clark)

MG 2 2.32 Margaret Hawley Speers

MG 2 2.33 Ruth and Archie MacLachlan

MG 2 2.34 Fran Sallows

MG 2 2.35 Clare Coburn

MG 2 2.36 Gordon Lindsay

Notes: Description by Christy Henry.  
Subject Access: former students  
alumni  
Storage Location: MG 2 Brandon College Students



## MG 4 Brandon University students

<http://archives.brandonu.ca/en/permalink/descriptions5138>

Part Of: RG 6 Brandon University fonds  
Description Level: Series  
Series Number: MG 4  
GMD: multiple media  
Physical Description: See sub-series levels for extent  
History /  
Biographical:

The Brandon University Students series is an artificially created collection. It contains the private papers of former Brandon University students.

### Scope and Content:

The series has been divided into the following sub-series:

MG 4 4.1 Ken Coleman

MG 4 4.2 Daphne Marshall

Storage Location: MG 4 Brandon University Students



## BU 6: Brandon University Senate

<http://archives.brandonu.ca/en/permalink/descriptions145>

Part Of: RG 6 Brandon University fonds  
Description Level: Series  
Series Number: 6  
GMD: textual records

Physical Description: 10.48 m

History /

Biographical:

In accordance with "The Brandon University Act (1998)" the Brandon University Senate consists of the following members: (a) the chancellor of the university; (b) the president of the university; (c) the vice-presidents of the university; (d) the deputy minister of the department whose minister is responsible for The Council on Post-Secondary Education Act, or his or her designate; (e) the deans of each faculty and school in the university; (f) the director of the Educational Technology Unit or, if there is none, the person exercising comparable functions; (g) the chair of the Bachelor of General Studies degree program or, if there is none, the person exercising comparable functions; (h) the University Librarian or, if there is none, the person exercising comparable functions; (i) the Dean of Students or, if there is none, the person exercising comparable functions; (j) one member of the board appointed by the board; (k) one representative from each faculty or school who has been on the staff of the university for at least two years, elected by and from the staff of that faculty or school; (l) six professors or associate professors of the university, elected by the professors, associate professors, assistant professors and lecturers; (m) two assistant professors or lecturers of the university who have been on the staff of the university for at least two years, elected by the professors, associate professors, assistant professors, and lecturers; (n) one member of the rank of professional associate of the university elected by the members of that rank; (o) eight students elected or appointed as follows: (i) one appointed by the executive of the Brandon University Students' Union who is a member of that executive. (ii) one elected from each faculty or school of the university, (iii) the remainder elected from the student body of the university at large.

Elected and appointed members of the senate, other than student members, are to hold office for two years, beginning on July 1 of the year in which they are elected or appointed. Student members of the senate are to hold office for one year, beginning on the first day of July of the year in which they are elected. Ex officio members are to hold office until they cease to hold the position that qualify them for membership. An elected or appointed member of the senate is eligible for re-election or re-appointment, but the senate may set a maximum number of consecutive terms of office that any member may hold.

The president of the university shall be the chair of the senate. If the president of the university is absent or unable to act as chair, the vice-president (academic and research) or, in his or her absence, an academic dean appointed by the president, shall be the chair at meetings of the senate. The registrar of the university or, if there is none, the person exercising comparable functions shall be the secretary of the senate.

The senate shall meet at least four times a year and may meet more often if its rules so provide. The secretary of the senate shall call special meetings at the request of the chair or at the written request of at least four members of the senate.

The senate is responsible for the academic policy of the university. The senate may (a) establish rules and procedures for the conduct of its proceedings, including fixing a quorum; (b) elect the chancellor of the university; (c) appoint any standing and other committees that it considers necessary; (d) consider and determine all courses of student, including requirements for admission, examination and graduation; (e) recommend to the board the establishment of additional faculties, school, departments, chairs and courses of instruction; (f) determine the degrees, honorary degrees, diplomas and certificates of proficiency to be granted by the university, and the persons to whom they are to be granted; (g) award scholarships, medals and prizes; (h) make rules and regulations respecting the academic conduct and activities of students; (i) consider and make recommendations to the board about any other matters that the senate considers appropriate for achieving the objects and purposes of the university.

#### Scope and Content:

Series has been divided into six sub-series, including: (1) Senate minutes; (2) Committees of Senate; (3) General Faculty Council; (4) Ad Hoc Committees of Senate; (5) Convocation services, Baccalaureate services, Banquets; and (6) Brandon College/University calendars.

Notes: Information in the History/Bio field was taken from "The Brandon University Act (1998)" at [http://www.brandonu.ca/administration/governors/documents/BU\\_Act.pdf](http://www.brandonu.ca/administration/governors/documents/BU_Act.pdf) (December 2005).

Storage Location: RG 6 Brandon University fonds



## BU 11: Brandon University Foundation

<http://archives.brandonu.ca/en/permalink/descriptions182>

Part Of: RG 6 Brandon University fonds

Description Level: Series

Series Number: 11

GMD: textual records

Physical Description: 12 cm

History /

Biographical:

The Brandon University Foundation was incorporated by an act of the Legislature in 1981, with the express purpose of promoting education in the Brandon area. The Foundation is limited to 21 Directors. There Foundation also has a Liaison Committee, formed as a communications link between the Board of Governors and the Foundation, composed of three members from each group.

#### Scope and Content:

Series consists of the following files: preliminary investigation; Annual Giving Committee; BU Fund (establishment) Committee; general; Student Assistant Fund; Student Christmas Fund; Blair Fraser Memorial Fund; Friends of Brandon College Inc. (USA); and Brandon University Association (1967-72).

Notes: History/Bio information taken from Campus News - September/October 1986.

Storage Location: RG 6 Brandon University fonds



## 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).



## 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



## MG 3 Brandon University teaching and administration

<http://archives.brandonu.ca/en/permalink/descriptions4904>

Part Of: RG 6 Brandon University fonds

Description Level: Series

Series Number: MG 3



GMD: multiple media

Date Range: 1875-2002

Physical Description: See series level for extent

History /

Biographical:

The Brandon University Teaching and Administration series is an artificially created collection. It contains the private papers of former Brandon University faculty and staff.

Scope and Content:

The series has been divided into the following sub-series:

MG 3 1.1 Errol Black

MG 3 1.2 John Mallea

MG 3 1.3 John Tyman

MG 3 1.4 Lorelei Cederstrom

MG 3 1.5 William Morrison

MG 3 1.6 Ken Hanly

MG 3 1.7 John Welsted

MG 3 1.8 Henri Francq

MG 3 1.9 D.R. MacKay

MG 3 1.10 R.B. Inch

MG 3 1.11 Dale Lakevold

MG 3 1.12 George MacDowell

MG 3 1.13 Donald Wheeler

MG 3 1.14 W.Leland Clark

MG 3 1.15 Bev Nicholson

MG 3 1.16 John Everitt

MG 3 1.17 Michael Blamar

MG 3 1.18 Christy Henry

MG 3 1.19 May Yoh

MG 3 1.20 Francis Chaplin

MG 3 1.21 John Weldon Grant

MG 3 1.22 Harvey Young

MG 3 1.23 Lorne Watson

MG 3 1.24 Lawrence Jones

Storage Location: MG 3 Brandon University Teaching and Administration



## BU 16: Brandon College/University artifacts

<http://archives.brandonu.ca/en/permalink/descriptions4905>

Part Of: RG 6 Brandon University fonds

Description Level: Series

Series Number: 16

GMD: multiple media

Date Range: c. 1897-1999

### Scope and Content:

Series has been divided into three sub-series, including: (1) Artifacts - flags and banners; (2) Artifacts - apparel; and (3) Artifacts - other.

Subject Access: class flags

artifacts

artefacts

pennants

plaques

banners

Storage Location: RG 6 Brandon University fonds

### Arrangement:

This is an artificially created series.