

# S. J. McKee Archives



## Board of Governors - documents - blueprints

<http://archives.brandonu.ca/en/permalink/descriptions8297>

Part Of: RG 6 Brandon University fonds

Description Level: Sub sub series

Series Number: 2.1.1

GMD: graphic

History /

Biographical:

This is an artificially created series consisting of blueprints generated by architects in the course of the construction of the principal structures on the campus of Brandon University.

Custodial History:

These records were in the possession of the Vice-president Administration and the Physical Plant Office prior to their transfer to the archives.

Scope and Content:

This series consisting of blueprints generated by architects in the course of the construction of the principal structures on the Brandon College campus (1899-1967) and the Brandon University campus since 1967. The blueprints are from three construction eras on the campus the records: 1900-1922; 1960-1972 and 1980 to 1996.

Notes:

Nine blueprints created by the Kewaunee Manufacturing Company, Wisconsin containing plans for various laboratories and domestic science facilities were culled from the collection of blueprints. There is no specific reference to Brandon College on the blueprints. No evidence exists in the administrative records of Brandon College that laboratory equipment or furniture was acquired from this company.

Storage Location:

RG 6 Brandon University fonds  
Series 2: Board of Governors  
2.1 Documents



## Board of directors - documents

<http://archives.brandonu.ca/en/permalink/descriptions4311>

Part Of: RG 3 A.E. McKenzie Company fonds

Description Level: Sub-series

Series Number: McS 1 1.1

GMD: textual records

Date Range: 1904-1971

Physical Description: 24.5 cm

Custodial History:

See fonds level description of custodial history of A. E. McKenzie Seed Co. Ltd.

Scope and Content:

This sub-series is comprised of various documents, agreements and contracts generated by A. E. McKenzie Seed Co. Ltd. Among the documents are by-laws, letters of patents, land deeds, leases, transfers of property, grants of probate, trademark documents, certificates of title, incorporation documents, bills of sale, assets and liabilities, licenses to do business, loan documents, tax statements/certificates, insurance documents, memorandums, declarations, estate documents, releases, settlements, mortgages, and bill 87.

Storage Location: RG 3 A.E. McKenzie Company fonds  
McS 1 Board of Directors



## Board of Governors' committees

<http://archives.brandonu.ca/en/permalink/descriptions3181>

Part Of: RG 6 Brandon University fonds

Description Level: Sub-series

Series Number: 2.5

GMD: textual records

Date Range: 1967-1987

Physical Description: 12 cm

Scope and Content:

Sub-series consists of records for various committees of the Board of Governors, which were established to expedite matters in certain areas of the Board's jurisdiction. Some committees have a more or less permanent status while others were created to deal with specific questions or mandates. The sub-series has been divided into six sub sub series, including: (1) Nominating Committee; (2) Finance Committee; (3) Presidential Selection Committee; (4) Membership Committee; (5) Fundraising-Liaison Committee; and (6) Athletic Directorate.

Storage Location: RG 6 Brandon University fonds  
Series 2: Board of Governors  
2.5 Board of Governors' committees

Arrangement:

At present (July 2007) all Board Committee files are in one box. As more records are received, the individual committees will be placed into their own boxes.



## General Board of Governors' agendas

<http://archives.brandonu.ca/en/permalink/descriptions3183>

Part Of: RG 6 Brandon University fonds

Description Level: Sub sub series

Series Number: 2.3.1

GMD: textual records

Date Range: 1976-1980

Physical Description: 30 cm

History /

Biographical:

For administrative history see RG 6 (Brandon University fonds), series 2 (Board of Governors).

Scope and Content:

Sub sub series consists of agendas and related documents for general Board of Governors' meetings.

Storage Location: RG 6 Brandon University fonds

Series 2: Board of Governors

2.3 Board agendas, minutes and packages



## General Board of Governors' minutes

<http://archives.brandonu.ca/en/permalink/descriptions3184>

Part Of: RG 6 Brandon University fonds

Description Level: Sub sub series

Series Number: 2.3.2

GMD: textual records

Date Range: 1967-1990

Physical Description: 60 cm

History /

Biographical:

For administrative history see RG 6 (Brandon University fonds), series 2 (Board of Governors).

Scope and Content:

Sub sub series consists of open and closed minutes for general Board of Governors' meetings.

Notes: During the Mallea era, some of the minutes have the name "David" handwritten on them. "David" refers to David Wilke, the executive assistant to the President.

Storage Location: RG 6 Brandon University fonds

Series 2: Board of Governors

2.3. Board agendas, minutes and packages



## General Board of Governors' packages

<http://archives.brandonu.ca/en/permalink/descriptions3185>

Part Of: RG 6 Brandon University fonds

Description Level: Sub sub series

Series Number: 2.3.3

History /

Biographical:

For administrative history see RG 6 (Brandon University fonds), series 2 (Board of Governors).

Scope and Content:

There are presently (August 2007) no records in the sub sub series, however accruals are expected.

Storage Location: RG 6 Brandon University fonds  
Series 2: Board of Governors  
2.3 Board agendas, minutes and packages



## Board of Governors' motion sheets

<http://archives.brandonu.ca/en/permalink/descriptions3319>

Part Of: RG 6 Brandon University fonds

Description Level: Sub sub series

Series Number: 2.3.4

Accession Number: 6-2005

GMD: textual records

Date Range: January 1988 - April 1989

Physical Description: 9 cm

History /

Biographical:

For administrative history see RG 6 (Brandon University fonds), series 2 (Board of Governors).

Scope and Content:

The sub sub series consists of motion sheets for the months January 1988 - April 1989 (not inclusive).

Storage Location: RG 6 Brandon University fonds  
Series 2: Board of Governors  
2.3. Board agendas, minutes and packages



## Board of Governors' index of motions

<http://archives.brandonu.ca/en/permalink/descriptions3320>

Part Of: RG 6 Brandon University fonds

Creator: Board of Governors

Description Level: Sub sub series

Series Number: 2.3.5

Accession Number: 1-2004

GMD: textual records

Date Range: 1967-1991

Physical Description: 16.5 cm

History /

Biographical:

For administrative history see RG 6 (Brandon University fonds), series 2 (Board of Governors).

Scope and Content:

The sub sub series consists of an index of approved motions for the Board of Governors for 1967-1991.

Storage Location: RG 6 Brandon University fonds

Series 2: Board of Governors

2.3 Board agendas, minutes and packages

Arrangement:

The index is typed on index cards, which are arranged alphabetically by subject, and then chronologically within each subject.



## General Board of Governors agendas, minutes and packages

<http://archives.brandonu.ca/en/permalink/descriptions74>

Part Of: RG 6 Brandon University fonds

Description Level: Sub-series

Series Number: 2.3

GMD: textual records

Date Range: 1967-1991

Physical Description: 1.16 m

History /

Biographical:

For administrative history see RG 6 (Brandon University fonds), series 2 (Board of Governors).

Scope and Content:

Sub-series consists of records related to Brandon University Board of Governors' general meetings. The sub-series has been divided into five sub sub series, including: (1) Agendas; (2) Minutes; (3) Packages; (4) Motion sheets; and (5) Index of motions.

Storage Location: RG 6 Brandon University fonds

Series 2: Board of Governors

2.3 Board agendas, minutes and packages



## MPE B 2 Documents

<http://archives.brandonu.ca/en/permalink/descriptions9106>

Part Of: RG 4 Manitoba Pool Elevator fonds

Description Level: Sub-series

Series Number: MPE B.2

GMD: textual records

Date Range: 1924-1998

Physical Description: 33 cm

History /

Biographical:

See fonds level description of RG 4 for history/bio of MPE

Scope and Content:

This artificially created sub-series contains a variety of legal and official documents related to the operation of the Manitoba Wheat Pool and MPE. Records include the following:

1. Agreements, General By-laws, and Contracts 1924-1972
2. General By-laws
3. Incorporations and Dissolutions
4. Operating Agreements, Agreements for Sale 1940-67
5. MPE Complete Legislation
6. Miscellaneous Documents
7. Elevator Policy, Agreements, Incorporation Certificates / Indebtedness
8. Quantitative Appraisal of Wheat Pool Building (left in original binding)
9. 9th Victory Loan Souvenir: A Portfolio of Reproductions of the Documents of Surrender
- 10a. Federal Agreement 1972 p.1-126
- 10b. Federal Agreement 1972
- 11a. Terminal Expansion 1961 – 1963
- 11b. Terminal Expansion 1961 – 1963
12. By-Laws and Constitutions
13. MPE & Connaught Laboratories Agreements 1964-66
14. MPE & Connaught Laboratories Agreements 1964-66
15. "Pool Pac" Trade Mark 1964, 1971, 1979
16. Patent #501894 Dust Control Apparatus 1954
17. MPE Agreement w/ Daniel Augustus Kane (General Superintendent appointment) 1928, 1933
18. Manitoba Co-operative Wheat Producers Ltd. Agreement w/ Richard M. Mahoney (Manager) 1924, 1925, 1928
19. MPE Acts
20. MPE Acts
21. Party & Supplementary Agreements 1931-1936
- 22a. Historical Documents of the Manitoba Wheat Pool 1924 - 1927
- 22b. Historical Documents of the Manitoba Wheat Pool 1927 - 1930
- 23a. Miscellaneous Documents 1925 -1996
- 23b. Miscellaneous Documents 1979 -1998
24. Association Documents 1940 - 1966
25. Deed of Trust and Mortgage August 2 1928
26. Wheat and Coarse Grains Overpayments 1929-1930

Notes: Description by Jillian Sutherland (2009, 2010)

Name Access: F.W. Ransom  
R.M Mahoney  
C.H. Burnell  
W.J. Parker  
P.F. Bredt  
D.A. Kane  
Manitoba Pool Elevators  
Manitoba Wheat Pool  
Central Office

Subject Access: Victory Loan  
By-laws  
Letters Patent  
Overpayment

Storage Location: RG 4 Manitoba Pool Elevator fonds  
Series B: Central Office records



## Board projects

<http://archives.brandonu.ca/en/permalink/descriptions3344>

Part Of: RG 6 Brandon University fonds

Description Level: Sub-series

Series Number: 2.6

Accession Number: 8-2005

GMD: multiple media

Date Range: 1967-1972

### Scope and Content:

Sub sub series consists of documents relating to various Board projects including the Evans Lecture Theatre, the Library Building, a sanitary trunk sewer, electrical and telephone distribution service and the steam plant extension. There are also files on the Brandon University Chancellor and long range planning consultants. The sub sub series includes correspondence, minutes, blue prints, reports, financial information, statistics, recommendations and other records.

Storage Location: RG 6 Brandon University fonds  
Series 2: Board of Governors  
2.6 Board Projects



## Finance board

<http://archives.brandonu.ca/en/permalink/descriptions4256>

Part Of: RG 1 Brandon College fonds

Description Level: Sub-series

Series Number: 8.6

GMD: textual records

Date Range: 1943-1967

Physical Description: 2.5 cm

Scope and Content:

These include the minutes of Finance Board meetings.

Storage Location: RG 1 Brandon College fonds

Series 8: Brandon College Students Association





## Board Executive Committee

<http://archives.brandonu.ca/en/permalink/descriptions75>

Part Of: RG 6 Brandon University fonds

Description Level: Sub-series

Series Number: 2.2

Accession Number: 6-2005, 13-2000

GMD: multiple media

Date Range: 1973-1990

Physical Description: 14 cm

History /

Biographical:

The Executive Committee is a standing committee of the Brandon University Board of Governors that meets regularly two weeks prior to the regular Board meeting. Its membership consists of: Chair of the Board of Governors; Vice-Chair of the Board of Governors; President of the University; Secretary of the Board of Governors; Treasurer of the Board of Governors; Student Representative from the Board of Governors; and Senate Representative from the Board of Governors. The Vice-President (Academic and Research) and the Vice-President (Administration and Finance) act as resource persons. Elections for the Executive Committee take place at the Board of Governors' August meeting each year.

Specific responsibilities of the Executive Committee include: setting the agenda for each regular and special meeting of the Board of Governors; reviewing relevant matters coming before the Board of Governors; acting as a consultative body to the President of the University; dealing with matters delegated by the Board of Governors; referring items to appropriate standing committees of the Board of Governors; acting with the full authority of the Board in situations requiring immediate action prior to the next regular meeting of the Board. The Executive Committee also reviews and recommends policies governing university finance and long-range planning. The Executive of the Board reports to the Board of Governors.

Scope and Content:

Sub-series consists of records created by the Executive of the Brandon University Board of Governors. It has been divided into three sub sub series: (1) Board Executive Minutes; (2) Board Executive Correspondence; and (3) Board Executive Agendas.

Notes: History/Bio information taken from Board of Governors By-law No. 11 - Committees of the Board of Governors, Section III - Executive Committee (revised November 23, 2006).

Storage Location: RG 6 Brandon University fonds  
Series 2: Board of Governors  
2.2 Board Executive



## Board Executive minutes

<http://archives.brandonu.ca/en/permalink/descriptions3186>

Part Of: RG 6 Brandon University fonds

Description Level: Sub sub series

Series Number: 2.2.1

GMD: textual records

Date Range: 1980-1990

Physical Description: 10 cm

History /

Biographical:

For administrative history see sub-series RG 6 (Brandon University fonds), 2.2 Board Executive Committee.

Scope and Content:

Sub sub series consists of open and closed minutes for the Executive of the Brandon University Board of Governors.

Storage Location: RG 6 Brandon University fonds

Series 2: Board of Governors

2.2.1 Board Executive minutes



## Board Executive correspondence

<http://archives.brandonu.ca/en/permalink/descriptions3187>

Part Of: RG 6 Brandon University fonds

Description Level: Sub sub series

Series Number: 2.2.2

GMD: multiple media

Date Range: 1983-1984

Physical Description: 2 cm

History /

Biographical:

For administrative history see sub-series RG 6 (Brandon University fonds), 2.2 Board Executive Committee.

Scope and Content:

Sub sub series consists of 1 file containing correspondence, reports, a statement of claim, newspaper clippings, and job postings.

Storage Location: RG 6 Brandon University fonds

Series 2: Board of Governors

2.2.2 Board Executive correspondence



## Athletic board finance

<http://archives.brandonu.ca/en/permalink/descriptions4255>

Part Of: RG 1 Brandon College fonds

Description Level: Sub-series

Series Number: 8.5

GMD: textual records

Date Range: 1935-1951

Physical Description: 2 cm

### Scope and Content:

These records are a financial statement for the Athletic Board. It includes all expenditures and credits for the years included.

Storage Location: RG 1 Brandon College fonds

Series 8: Brandon College Students Association



## Board of directors - miscellaneous

<http://archives.brandonu.ca/en/permalink/descriptions4314>

Part Of: RG 3 A.E. McKenzie Company fonds

Description Level: Sub-series

Series Number: McS 1 1.4

GMD: textual records

Date Range: 1974

Physical Description: 0.1 cm

### Custodial History:

See fonds level description of custodial history of A. E. McKenzie Seed Co. Ltd.

### Scope and Content:

This sub-series consists of one folder containing thank you letters to Prof. George F. MacDowell, Professor of Economics at Brandon University, and a long-time member of the McKenzie Seeds Board for his service to the company.

Storage Location: RG 3 A.E. McKenzie Company fonds

McS 1 Board of Directors

Related Material: RG 6 (Brandon University fonds), MG 3 (Brandon University Teaching and Administration), MG 3 1.12 (George MacDowell fonds).



## Brandon Board of Trade

<http://archives.brandonu.ca/en/permalink/descriptions4342>

Part Of: RG 3 A.E. McKenzie Company fonds

Description Level: Sub-series

Series Number: MG 5 1.4

GMD: textual records

Date Range: 1910-1911

Physical Description: 0.3 cm

History /

Biographical:

The Brandon Board of Trade was founded in 1883 to promote business activity and economic expansion in Brandon. Aside from these records, no other records of the Board of Trade are known to exist.

Custodial History:

See fonds level description of custodial history of A.E. McKenzie Seed Co. Ltd.

Scope and Content:

Sub-series includes the intervention of the Board in the 1910 municipal election in Brandon and a listing of the standing committee for 1911. The sub-series also includes a letter to Mr. Blanchard from A.E. McKenzie and a financial statement for the Brandon Commercial Bureau.

Storage Location: RG 3 A.E. McKenzie Seed Co. Ltd. fonds  
MG 5 A.E. McKenzie fonds



## Board Executive agendas

<http://archives.brandonu.ca/en/permalink/descriptions4398>

Part Of: RG 6 Brandon University fonds

Description Level: Sub sub series

Series Number: 2.2.3

Accession Number: 13-2000

GMD: textual records

Date Range: November 1973 - November 1979

Physical Description: 2 cm

History /

Biographical:

For administrative history see sub-series RG 6 (Brandon University fonds), 2.2 Board Executive Committee.

Scope and Content:

Sub sub series consists agendas for Board Executive Committee meetings.

Storage Location: RG 6 Brandon University fonds  
Series 2: Board of Governors  
2.2.3 Board Executive agendas



## Board correspondence and subject files

<http://archives.brandonu.ca/en/permalink/descriptions76>

Part Of: RG 6 Brandon University fonds  
Description Level: Sub-series  
Series Number: 2.4  
Accession Number: 1-2004, 6-2005, 7-2005, 8-2005  
GMD: multiple media  
Date Range: 1963-1991  
Physical Description: 2 m

### History /

### Biographical:

For administrative history see RG 6 (Brandon University fonds), series 2 (Board of Governors).

### Scope and Content:

Sub-series consists of correspondence and various other documents, including: financial information, legal documents, agendas, reference materials, minutes, blueprints, drawings, reports, briefs, recommendations, proposals and newsclippings.

Storage Location: RG 6 Brandon University fonds  
Series 2: Board of Governors  
2.4 Correspondence and subject files