

S. J. McKee Archives



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 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).



Board of directors - minutes/meetings

<http://archives.brandonu.ca/en/permalink/descriptions4312>

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

Description Level: Sub-series

Series Number: McS 1 1.2

GMD: textual records

Date Range: 1958-1981

Physical Description: 1.8 cm

Custodial History:

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

Scope and Content:

This sub-series includes minutes of the Board of Directors of McKenzie Seeds, extracts from minutes of the Board of Directors, information on shareholders of the company, notices of Board meetings, suggested meeting agendas, the President's annual report for 1967, and memos regarding Board meetings/business.

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

Related Material: Additional minutes for the meetings of the Board of Directors of McKenzie Seeds, dating from the mid 1930's, are held in the Provincial Archives of Manitoba.

Minute excerpts for the Board of Directors are located in the Document sub-series in the file titled By-Laws for 1940-1985.



Board of directors - management consultant reports

<http://archives.brandonu.ca/en/permalink/descriptions4313>

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

Description Level: Sub-series

Series Number: McS 1 1.3

GMD: textual records

Date Range: 1965-1970

Physical Description: 4.5 cm

Custodial History:

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

Scope and Content:

This sub-series includes reports from three management consultants: Harbridge House, Urwick, Currie & Partners Ltd., and Thorne Stevenson & Kellogg. As well, the sub-series contains correspondence between the President and Comptroller of A.E. McKenzie Seed Co. Ltd. and Harbridge House regarding the implementation of a management training program and plans to combat the weak field seed market. The Urwick, Currie reports deal with improvement in company operations and improvements in packet seed processing. The Thorne Stevenson & Kellogg report is entitled 'Implementing a Strategic Planning Process.' Each of the reports completed for the company deal with improving the business operations of McKenzie Seeds.

Harbridge House – this record is a management-training program designed to address a weak field seed market.

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

McS 1 Board of Directors



Student Services - Dean's records

<http://archives.brandonu.ca/en/permalink/descriptions184>

Part Of: RG 6 Brandon University fonds

Description Level: Sub-series

Series Number: 12.1

GMD: textual records

Physical Description: 1.3 m

History /

Biographical:

DEANS OF STUDENT SERVICES:

R. BRUCE MCFARLANE (1968 - 1976)

No biographical information yet.

CAM CONNORS (1978 - 1982)

Campbell Connors was born in England and raised in South Africa. He came to Canada in 1963, and attended the United College in Winnipeg (now the University of Winnipeg). Connors had planned to return to Zimbabwe, but after the Declaration of Independence in 1966, he was unable to. Subsequently, he became a United Church minister in Russell, Manitoba for four years. In 1971, he was invited to head a special Mature Students project at Brandon University, and in 1976, he became that institution's Dean of Student Services.

TOM MITCHELL (1985 - 1989)

See RG 6 Brandon University fonds, Series 5 Office of the Registrar, 5.1 Registrar's files for biographical information on Tom Mitchell.

BETH WESTFALL (1989 - 1992)

Additional biographical information for Beth Westfall is located at RG 6, series 9 (Office of Extension).

On September 1, 1989, Westfall became the first female dean at Brandon University when she accepted the position of Dean of Student Services. Westfall left Brandon University in 1992 to accept a position as President of Keewatin Community College, in The Pas, Manitoba. At present (January 2007), Beth Westfall Davies is the Senior Education Administrator of Northwest Community College in British Columbia.

DARCY BOWER (1994 - 2005)

See RG 6 Brandon University fonds, Series 5 Office of the Registrar, 5.1 Registrar's files for biographical information on Darcy Bower.

JANET S. WRIGHT (2005 - July 31, 2008)

See RG 6 Brandon University fonds, Series 7 Faculties and Schools, 7.2.1 Dean of Science for biographical information on Janet Wright.

DAVID ROWLAND (August 1, 2008 - July 31, 2013)

David Rowland is a native of Toronto, ON. He obtained his B.Sc. in Physical Education from Coastal Carolina University in Conway, South Carolina in 1997. He completed his Master of Education degree in Special Education at the University of Charleston in 1999.

From 2000-2005, Rowland was the Assistant Dean of Students at the College of Charleston before taking the position of Dean of Students at Mount Allison University in 2006. His term as Dean of Student Services at Brandon University began in 2008.

Scope and Content:

Sub-series consists of correspondence and minutes.

Notes: History/Bio information on Cam Connor was taken from Connexion December 1971 and an article in "The Quill" (September 27, 1979). Biographical information for Beth Westfall was taken from articles in "The Quill" (August 30, 1989) and from the government of British Columbia's Board Member biography page on Beth Westfall Davies located at: <http://www.fin.gov.bc.ca/ooop/brdo/memView.asp?Member=142002> (January 2007). History/Bio information for David Rowland taken from the September 1, 2008 issue of the Quill.

Storage Location: RG 6 Brandon University fonds
Series 12: Student Services



Director of development - general files

<http://archives.brandonu.ca/en/permalink/descriptions177>

Part Of: RG 6 Brandon University fonds

Description Level: Sub-series

Series Number: 10.1

GMD: textual records

Physical Description: 5 m

History /

Biographical:

DIRECTORS OF DEVELOPMENT/INSTITUTIONAL ADVANCEMENT:

D.R. MACKAY (1973-1984)

See RG 6 4.2 Office of the Vice-President (Administration & Finance) for biographical information on D.R. MacKay.

GORDON MCDIARMID (1986 - 1991)

Gordon McDiarmid attended the University of Winnipeg and George Williams College (Chicago). His B.A. included a double major in Social Science and Group Work. His Masters degree was in Counseling Psychology with added course work and applied research in Organization Dynamics. McDiarmid's psychiatric research and internships were undertaken at Michael Reese and Mount Sinai Hospitals in Chicago.

Prior to taking the position of Director of Private Funding at Brandon University, McDiarmid was President and CEO of U-Rent It Ltd. and Wallace & Wallace Fences Ltd. in Winnipeg (1973-1985) and Campaign Director for the United Way of Calgary (1985-1986).

During his time at Brandon University McDiarmid: established a new University Foundation; organized annual and special gifts campaigns, endowments and the planned gift program; upgraded publications, initiated print standards policy, introduced desktop publishing and managed the media relations program for Communications; and as acting Director of Alumni and External Relations for two and a half years he revitalized the Board, expanded membership, initiated the affinity card program, the alumni directory, the IDC phone/mail program and expanded the national reunion program.

McDiarmid left Brandon University in 1991, to assume the post of Vice-President, Development, at the Banff Centre. He held this position until 1994, when he became the owner of Assiniboine Consulting Group Ltd. (Calgary) and the Vice President Western Canada of

Navion Financial Management Ltd. (Vancouver). From 1998-2000, McDiarmid was the Director of Development - Special Projects for Lions Club of Winnipeg Housing Centres. From 2000-2003, he was the Interim Executive Director and an independant consultant for the Art Gallery of Southwestern Manitoba. McDiarmid also owned a private consulting practice from 1995-2006.

As of June 2010, Gordon McDiarmid lives in Winnipeg, MB.

L. JOHNSON (July 15, 1991 - 1994)

Lorraine Johnson was appointed Executive Director, Development and External Relations, effective July 15, 1991. From 1985-1989, she served as Director of University Relations for Mount Saint Vincent University in Halifax. Prior to her appointment at Brandon University she was a partner with a management and fund raising consulting firm in Nelson, BC.

S. DECTER HIRST (1994 - 1997/1998)

No biographical information yet.

BRUCE SHAVERS (1998 - 1999)

No biographical information yet.

B. PROVEN (August 1998 - March 2003)

Beth M. Proven attended high school in Carberry, MB in the late 1980s. In 1991, she graduated from the University of Manitoba with a B.A. She continued her education through an international agricultural exchange program in Kianga, Queensland (1992), an Arts Administration Certificate from Grant MacEwan Community College (1995), Certified Fundraising Executive Accreditation (CFRE) (2004) and a four-year Certificate in Management and Administration (CIM) from the University of Manitoba (2006).

Proven began her marketing and fundraising career in the arts, working for Wanuskewin Heritage Park, the Saskatoon International Fringe festival, the Edmonton Symphony Orchestra and Shakespeare by the Sea. She moved into university fundraising in 1997 as Development Officer for Dalhousie University's Captial Ideas Campaign.

In August 1998, Proven came to Brandon University where she served as the Director of Development and Alumni Relations. In addition, she also managed the activites of the Brandon University Foundation and participated in the Presidents Advisory Committee. She left Brandon University in March 2003. Since that time she has been employed as the Director of Development for St. Paul's College at the University of Manitoba (2003-2004) and as Manager Planned Giving at the University of Manitoba (2004 - present).

Currently (February 2007), Beth Proven lives in Winnipeg, MB.

K. WHELPTON - acting (2003-2004)

Kate Whelpton was born on January 9, 1973 in Windsor, ON. She received her Honours B.A. in Geography and Political Studies from the University of Guelph in 1996, her B.Ed. from the University of Toronto in 1997 and her M.Ed. from Brandon University in 2005.

After teaching in Ontario, New Brunswick and Nova Scotia for a few years, Whelpton returned to working in post-secondary education as the Sexual Harassment Advisor for Mount Allison and Brandon Universities. Since 2000, Whelpton has assumed the position as the Director of the Office of the President, overseeing the administration of the PResident's Office, including planning and implementing all aspects of the meetings of the Board of Governors, budgets,

staff meetings, events, strategic initiatives, and general administrative oversight of the organization. In 2003-2004, she was appointed Acting Executive Director of Institutional Advancement.

MARC DESROSIERS (2003 - July 2007)

No biographical information yet.

CINDY YACYSHEN - acting (July 2007 - October 2009)

Cynthia Hope Yacyshen was born on May 13, 1968 in Brandon, MB. She obtained her Bachelor of Arts (Advanced - Major: Applied Economics, Minor: Business Administration) from the University of Manitoba in 1992. In 2004, she received her "National Certificate in Fundraising Management" from Ryerson University.

Prior to coming to Brandon University in 1997, Yacyshen was Marketing Coordinator for Manitoba Theatre Centre in Winnipeg, MB. At Brandon University she was Campaign Officer for the Brandon College Legacy Campaign and then Senior Development Officer. In July 2007, Yacyshen was named Acting Director of Institutional Advancement. Yacyshen left her position at Brandon University in October 2009.

Notes:	A partial file level inventory for this sub-series exists as a Word document. History/Bio information for Beth Proven was taken from the resume and biography she gave to the Archives (February 2007). Kate Whelpton appears in the Brandon University records as Kate Ramsey, Kate Whelpton and Kate Gross. Kate Whelpton provided her own biographical information (August 2007). Cindy Yacyshen provided her own biographical information (September 2007). Gordon McDiarmid provided his own biographical information (May 2010). History/Bio information for Lorraine Johnson taken from the Fall 1991 issue of Alumni News.
Storage Location:	RG 6 Brandon University fonds Series 10: Office of Development



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



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.



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 of Governors - documents

<http://archives.brandonu.ca/en/permalink/descriptions73>

Part Of: RG 6 Brandon University fonds
Description Level: Sub-series
Series Number: 2.1
GMD: textual records
Date Range: 1939-2004; predominant 1967-1980
Physical Description: 19.5 cm

History /

Biographical:

This is an artificially created series.

Custodial History:

Four certificates (Congratulations on Brandon University's centennial from the University of Manitoba and McMaster University; congratulations on the 25th Anniversary of Brandon University's charter from the University of Winnipeg; and the centennial organization certificate from the Manitoba Historical Society) were transferred to the McKee Archives from the President's Office on July 31, 2007.

Scope and Content:

Sub-series consists of invitations, reply cards, some correspondence, and a salary schedule. It also includes agreements, briefs, orders-in-council, bills, memorandums and by-laws dealing with the legislative basis, legal structure and operations of Brandon College Incorporated, Brandon University and BUSU. Sub-series also includes a number of certificates.

Notes: Some of the files in the sub-series pre-date Brandon University. They have been retained in this sub-series to maintain original order.

Name Access: Brandon College Incorporated
Brandon University
BUSU

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



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



Labyrinth of Peace information board

<http://archives.brandonu.ca/en/permalink/descriptions7961>

Part Of: RG 6 Brandon University fonds

Description Level: Sub-series

Series Number: MG 3 1.18

Item Number: 32-2007.6

GMD: graphic

Date Range: 2002

Physical Description: 4" x 6" (colour)

History /

Biographical:

Photograph was taken by Christy Henry on August 10, 2002 following the grand opening of the Labyrinth of Peace. The Labyrinth is situated in the Assiniboine River Corridor near the Discovery Centre in Brandon, Manitoba.

Custodial History:

See series level of the Christy Henry fonds for Custodial History.

Scope and Content:

Photograph shows the information board for the Labyrinth of Peace.

Storage Location: RG 5 photograph storage drawer
32-2007

Related Material: Additional information on the history of the Labyrinth of Peace project can be found in RG 6 (Brandon University fonds) 7.1.6 (Department of Religion) File 1.



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



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