

# S. J. McKee Archives



## 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.



## 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 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.



## BU 2: Brandon University Board of Governors

<http://archives.brandonu.ca/en/permalink/descriptions72>

Part Of: RG 6 Brandon University fonds  
Description Level: Series  
Series Number: 2  
GMD: multiple media  
Date Range: 1939-1991; predominant 1967-1987  
Physical Description: 3.65 m  
History /  
Biographical:

The Board of Governors of Brandon University is a body established by the Brandon University Act (1998), a statute of the Province of Manitoba. The Act vests in the Board the authority for governing Brandon University. The members of the Board of Governors, as trustees, hold the University in trust for the people of the Province of Manitoba. Responsibilities for maintaining this trust include: selection of a president, monitoring his/her performance, providing guidance to the University via its policies, and often delegating authority to the administration.

The Board of Governors is a collective representing the entire community (both internal and external of the University). As a collective, the Board of Governors is responsible for ensuring the financial stability of the institution and for seeing that the overall plans of the institution are consistent with the institution's philosophy, goals, and financial resources.

### Scope and Content:

Fonds consists of records generated and collected by the Brandon University Board of Governors in the course of performing its functions. The fonds is divided into six sub-series, including: (1) Documents; (2) Board Executive; (3) General Board agendas, minutes and packages; (4) Correspondence and subject files; (5) Board of Governors' committees; and (6) Board projects.

Notes: The information in the History/Bio field was taken from the Brandon University webpage (<http://www.brandonu.ca/Administration/Governors/>) on December 2, 2005.

Access Restriction: All files in the series are restricted. Researchers are required to contact the Executive Secretary to the Board of Governors to obtain written permission to access the records. Contact:  
204-727-9714  
[board@brandonu.ca](mailto:board@brandonu.ca)

Storage Location: RG 6 Brandon University fonds



## Minutes

<http://archives.brandonu.ca/en/permalink/descriptions4253>

Part Of: RG 1 Brandon College fonds

Description Level: Sub-series

Series Number: 8.3

GMD: textual records

Date Range: 1919-1967, 1948-1965

Physical Description: 9 cm

Scope and Content:

These are the minutes of meetings of the Literary Board.

Subject Access: literary board

Storage Location: RG 1 Brandon College fonds  
Series 8: Brandon College Students Association



## Senate minutes

<http://archives.brandonu.ca/en/permalink/descriptions146>

Part Of: RG 6 Brandon University fonds

Description Level: Sub-series

Series Number: 6.1

Accession Number: 14-1998

GMD: textual records

Date Range: 1967-1987

Physical Description: 2.5 m

History /

Biographical:

See series level description (RG 6 Brandon University fonds, series 6: Brandon University Senate) for history/bio information.

Custodial History:

Records were transferred to the McKee Archives from the Senate Office in 1998.

#### Scope and Content:

Accession 14-1998 includes minutes, related materials, and committee reports considered during meetings of the Brandon University Provisional Senate from January 1967 to June 1967, as well as Senate minutes, related reports and materials from meetings of Senate in the years 1967 to 1987. In addition, the Senate records include an Index to topics in Senate minutes for the years 1967 to 1977, minutes of the Senate Planning Committee 1970-73, and minutes of the Senate Executive Committee (1969-1987).

##### Box 1

Files 1-3 Minutes only 1967-1971.

Files 4-5 Provisional Senate January 1967-June 1967.

Files 6-13 Minutes regular Senate meetings August 10, 1967 - October 8, 1970.

##### Box 2

Senate Index A-Z 1967-1977

Senate Minutes and materials (9 files) October 4, 1970 - January 4, 1973

Minutes Senate Planning Committee February 10, 1970 - February 7, 1973.

##### Box 3

Senate Minutes and materials (13 files) December 22, 1972 - December 10, 1974.

Senate Only (2 files) 1972-1976

##### Box 4

Senate minutes and materials (13 files) February 4, 1975 - January 18, 1977

Senate minutes only (2 files) 1977-1981.

##### Box 5

Senate minutes and materials (12 files) March 29, 1977 - May 6, 1980.

##### Box 6

Senate minutes and materials (13 files) September 30, 1980 - December 4, 1984

##### Box 7

Senate Executive Committee minutes (13 files) October 6, 1969 - August 12, 1987.

##### Box 8

Senate minutes and materials (12 files) January 1985 - October 27, 1987.

Notes:	Senate minutes for 2001-2005 are available online on Brandon University's webpage under Faculty and Staff: Senate: Minutes.
Access Restriction:	Closed Session minutes available only with the permission of the University Archivist.
Storage Location:	RG 6 Brandon University fonds Series 6: Senate Office



## Miscellaneous minutes

<http://archives.brandonu.ca/en/permalink/descriptions4384>

Part Of: RG 2 Provincial Exhibition of Manitoba Association fonds

Description Level: Series

Fonds Number: RG2SF4

Series Number: 4.2

GMD: textual records

Date Range: 1973

Physical Description: 6.5 cm

History /

Biographical:

The minutes were created by a committee formed by the Provincial Exhibition of Manitoba Association on the occasion of the opening of the Keystone Centre in 1973.

Custodial History:

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

Scope and Content:

The minutes include a meeting of the Keystone Centre Opening Committee on 24 Jan 1973.

Notes: Part of RG2SF4. Inventory of documents in the series is available in the printed finding aid.

Storage Location: RG 2 Provincial Exhibition of Manitoba Association fonds  
RG2SF4 Miscellaneous



## Brandon College library - minutes

<http://archives.brandonu.ca/en/permalink/descriptions4292>

Part Of: RG 1 Brandon College fonds

Description Level: Sub-series

Series Number: 15.1

GMD: textual records

Date Range: 1912-1967

Physical Description: 14 cm

Scope and Content:

The sub-series contains the minutes from Library Committee meetings. There are also minutes from the meetings of various sub-committees such as the Open Shelf Sub-Committee and the Sub-Committee on Apportionment of Library Funds. Includes minute books and files.

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



## Provincial exhibition of Manitoba minutes

<http://archives.brandonu.ca/en/permalink/descriptions4354>

Part Of: RG 2 Provincial Exhibition of Manitoba Association fonds

Description Level: Series

Fonds Number: RG2SF1

Series Number: 1.2

GMD: textual records

Date Range: 1903-1981

Physical Description: 1.17 m

History /

Biographical:

The minutes were created by the summer fair Board of Directors and the various committees and sub-committees associated with the Board.

There is ample evidence in the minutes of the Provincial Exhibition of Manitoba that the administrative structure was largely one by committee. By 1903, there were at least nine separate committees. These committees were Grounds and Buildings, Sports and Attractions, Public Comfort, Advertising and Printing, Privileges, Gates, Finance, Excursion and Transportation, and Prize List. Of these committees only Public Comfort, Privileges, and Excursion and Transportation were comparatively short-lived. These committees are not mentioned after 1903, 1920, and 1925, respectively. The remaining six committees all survive in various forms to this day.

In 1908 there is mention of a Speed committee, which dealt with the racetrack at the fairgrounds. This committee was in existence until the early 1970s, when racing, along with the condemned grandstand, was discontinued. By 1915 there is mention of a Reception committee that continues on until the mid-1970s.

In the 1920 minutes several committees are mentioned. The committees included Concessions, Grandstand, Accommodation, Police/Security, and Wild Birds and Animals. The Wild Birds and Animals is not mentioned in further minutes, but Grandstand and Accommodation are mentioned into the mid 1950s. Both the Concessions and Police/Security are mentioned until the late 1970s.

In 1925, there are several new committees mentioned. They include Heavy Horse, Light Horse, Beef Cattle, Dairy Cattle, Sheep, Swine, Farm Boy's Camp, Poultry, Grains and Grasses, Horticulture, Dairy Competition, Machinery Row, Natural History, Fine Arts and School Exhibits, and Livestock Parade. The enormous expansion of committees is a reflection of the expansion of the exhibition. Almost all aspects of farming now had its own committee, and an effort to help young people continue in farming was made with the forming of camps for farm boys. All of these committees were long lived, although not necessarily with the original title. From approximately 1930 to 1940, all of the Cattle were lumped together, but by 1950 a Commercial Cattle committee was mentioned, and by 1974 there was also a Special Agriculture Display and Exotic Breeds. By 1979 there were Steer Show and Bull Sale committees. Around 1930, a Calf and Colt Competition committee was also added.

In 1930 there is mention of a Dining Room committee, but it is not mentioned again. In response to changing society, a Car Parking committee was created around 1935. This committee remained under various titles through to today. Another short-lived committee, Grandstand Gates, is mentioned from about 1935 to 1940. For some time there was also a Band Competition committee. It is mentioned from 1940 to 1945, and then not again until 1979.

In 1950 there was a Dogs committee, but no further mention is made of this committee. From 1955 to 1960 there was a separate Fire committee, until it was amalgamated with Police/Security. In 1955 two new committees are mentioned. These are the Trade Fair and Homestead committees. While the Trade Fair is not mentioned after about 1960, the Homestead



Homecraft committees. While the Trade Fair is not mentioned after about 1960, the Homecraft committee seems to have been in existence until the mid 1970s.

A 4-H and Junior Activities committee was formed around 1960 to take the place of the Farm Boy's Camp. This committee continued the exhibition's attempts to keep young rural people interested in farming.

In the minutes for 1970, two more committees are mentioned. They are the Food and Beverage and the Bees and Honey committees. While one would suppose that the Food and Beverage Services committee was a new title for the Concessions committee, the Concessions committee is also mentioned. The Bees and Honey committee is mentioned until about 1974 in committee minutes.

By 1974 three more committees are mentioned in the minutes. They were the Baby Fair committee, which was a petting zoo, the Expansion, Project and Grants committee and the Midway committee. While the Midway and Baby Fair committees lasted until at least the late 1970s, the Expansion, Projects and Grants committee is not mentioned past the mid 1970s. Also mentioned in 1979 are the Pork Congress, Family Fair, Entertainment, and Exhibitor's Lounge committees.

**Custodial History:**

See sous-fonds RG2SF1 for custodial history.

**Scope and Content:**

The records consist of minutes created by the Board of Directors, Shareholders, and various committees and subcommittees of the Provincial Exhibition. It should be noted that while the minutes are extensive, they are not organized according to committee. Rather, they are organized by the year in which they were created.

**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 minutes

<http://archives.brandonu.ca/en/permalink/descriptions4366>

**Part Of:** RG 2 Provincial Exhibition of Manitoba Association fonds  
**Description Level:** Series  
**Fonds Number:** RG2SF2  
**Series Number:** 2.2  
**GMD:** textual records  
**Date Range:** 1908-1932  
**Physical Description:** 6.5 cm

## History /

### Biographical:

These minutes were created by the Board of Directors and the Shareholders at the meetings that they held from 1908 to 1932. The Board of Directors was created in 1908. While the collection currently houses minutes from 1908 to 1932, it is evident from Prize Lists and Programs that the Board of Directors structure evolved in the following way.

The structure of the winter fair was quite different from the summer fair. Instead of having a committee structure, the winter fair had both committees and representatives from various agricultural associations. The representatives were part of the Board of Directors. In 1908 these representatives included men from the Horse Breeders' Association, the Cattle Breeders' Association, the Sheep Breeders' Association, the Swine Breeders' Association, the Poultry Breeders' Association, the Brandon Winter Fair and Fat Stock Association, and the Manitoba Agricultural College. With the addition of representatives from the Manitoba Clydesdale Association, and the Manitoba Seed Growers' Association, these committees continued virtually without change until 1930.

By the 1930s, several more representatives joined the Board of Directors including the Winnipeg Livestock Exchange, the Manitoba Percheron Association, the Canadian Shorthorn Association, and the Hereford Association. By 1935 there were also representatives from the Prairie Thoroughbred and Racing Association, the Manitoba Boards of Trade, the Western Manitoba Board of Trade, the Aberdeen Angus Association, and the Canadian Percheron Association. The Canadian Clydesdale Association joined the Board by 1940.

By 1950, several more agricultural associations had joined the Board of Directors. They included the Brandon Light Horse Society, the Brandon Chamber of Commerce, the Manitoba Veterinary Association, the Minister of Agriculture, the Deputy Minister of Agriculture, and the Canadian Red Poll Association. By 1955, a representative from the City of Brandon rounded out the representatives on the Board of Directors.

The first committees of the Board of Directors began in 1908 with the formation of the Brandon Winter Fair and Fat Stock Association. The committees included an Executive, Horse, Livestock, Cattle, Sheep, Swine, Poultry and Seed. By 1915 there were also Program, Prize/Accounts, Carcass, Exhibits/Public Comfort, Building, and Provincial Government committees. Most of these later committees were not long lived, or were not mentioned much past 1915. A Judging Competition Committee was added in 1925 and lasted until sometime in the 1940s. In 1950 an official Finance committee was formed, as well as a Gates/Tickets committee. By 1955, three more committees had been added including 4-H/Junior Activities, Light Horse and Heavy Horse.

By the 1960s, a Publicity committee was also added. In 1965 there were several committees formed including Police/Traffic/Parking, Concessions, Calf/Pig Scrambles, Baby Fair, Flower Show and the Fall Feeder Show and Sale. A Fashion Show committee was added by 1970. In 1975 a Property committee is also mentioned.

The 1980s appear to have been a time of great growth for the winter fair, as there was a large increase in the number of committees. By 1985 the following committees had been formed: Dance, Hitching Ring, Steer Show, Bull Sale, Western Breakfast, Egg Show, Entertainment, Exhibitor's Lounge, VIP, Cattle Parade, Calcutta, Winter Fair Sponsors, Casino and Royal Manitoba Winter Fair. These committees continued for the most part through into the 1990s.

### Custodial History:

See sous-fonds RG2SF2 for custodial history.

#### Scope and Content:

The series includes the minutes from meetings held from 1908 to 1932. An interesting aspect to these records is that they include the first meetings held by the newly formed winter fair Board of Directors. The early minutes are an interesting look into the formation of an organization.

Notes: 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



## General Faculty Council

<http://archives.brandonu.ca/en/permalink/descriptions4920>

Part Of: RG 6 Brandon University fonds

Description Level: Sub-series

Series Number: 6.3

GMD: textual records

Date Range: 1965-1972

Physical Description: 1.5 cm

#### History /

#### Biographical:

The General Faculty Council consists of the following: a) the President, who shall be the Chair; b) the Vice-President (Academic/Research); c) the Dean of each Faculty/School; d) the Director of the Educational Technology Unit; e) the University Librarian; f) the Dean of Students; g) teaching personnel of the Faculties and Schools; h) Professional Associates, Administrative Associates and Instructional Associates; i) the University Registrar or designate.

One regular meeting of the General Faculty Council is held each year in late August or early September, although special meetings of the may be called at the discretion of the Chair or at the request in writing of ten members of the Council. The General Faculty Council can establish its own procedures including the creation of such committees as are necessary to fulfill its functions.

#### Scope and Content:

Sub-series consists of one file of General Faculty Council minutes and meeting materials, including committee reports.

Notes: History/Bio information was taken from the Brandon Univeristy Senate by-laws.

Storage Location: RG 6 Brandon University fonds  
Series 6: Senate



## General accounts ledgers

<http://archives.brandonu.ca/en/permalink/descriptions4284>

Part Of: RG 1 Brandon College fonds

Description Level: Sub-series

Series Number: 13.1

GMD: textual records

Date Range: 1899-1927

### Scope and Content:

1. General Accounts, Building Fund, Sundries, 1899-1918, Salaries, 1907-1918
2. Receipts for Building and Furnishing Fund, 1900-1903
3. Tuition, Building Fund, Endowment Receipts, Cash Expenditures, 1905-1906
4. Bank Account, 1908-1909
5. General Accounts 1908-1915, Student Accounts 1914-1915
6. General Accounts, 1909-1910
7. Sales Record, 1910-1914
8. Business and Student Accounts, Cash Disbursements, 1911-1912
9. Student Accounts, Cash Disbursements, Fuel Distribution, Salaries, 1912-1913
10. Student Accounts, Cash Disbursements, Fuel Distribution, Salaries, 1914-1915
11. Brandon College Purchase Book, 1916-1925
12. Brandon College Expenses, 1917-1919
13. Subscriptions, Receipts, Salaries, Sundries, Investments, 1918-1927
14. Trial Balance, 1918-1919
15. Trial Balance, 1924?-1925

Storage Location: RG 1 Brandon College fonds

Series 13: Brandon College Ledger and Minute books



## Extension - general files

<http://archives.brandonu.ca/en/permalink/descriptions4345>

Part Of: RG 6 Brandon University fonds

Description Level: Sub-series

Series Number: 9.1

GMD: textual records

Physical Description: 42 cm

### Scope and Content:

Sub-series consists of correspondence, memos and other materials. Sub-series also has one sub sub series: (1) R.B. Inch

Notes: A partial inventory for this sub-series exists as a Word document.

Storage Location: RG 6 Brandon University fonds

Series 9: Department of Extension

## 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 independent 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 Capital 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 activities 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



## MPE B 11 General Reports

<http://archives.brandonu.ca/en/permalink/descriptions9322>

**Part Of:** RG 4 Manitoba Pool Elevator fonds

**Description Level:** Sub-series

**Series Number:** MPE B.11

**GMD:** textual records

**Physical Description:** 33 cm

**History /**

**Biographical:**

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

**Scope and Content:**

Sub-series MPE B.11 consists of (1) general reports; (2) government related papers; (3) Canadian Wheat Board papers; (4) Manitoba Federation of Agriculture and Co-operatives papers; (5) Co-operative Life Insurance

**Notes:** Description by Jillian Sutherland (2009)

**Name Access:** Manitoba Pool Elevators

Central Office

**Subject Access:** Reports

**Storage Location:** RG 4 Manitoba Pool Elevator fonds

Series B: Central Office records



## MPE B 3 Central Office Local Association Minutes

<http://archives.brandonu.ca/en/permalink/descriptions9107>

Part Of: RG 4 Manitoba Pool Elevator fonds

Description Level: Sub-series

Series Number: MPE B.3

GMD: textual records

Date Range: 1925-1993

Physical Description: 3.13 m

History /

Biographical:

A copy of a Local Associations (later the Local Pool Committees) would be sent to the Central Office, where it was stored until a microfilm copy could be made. Records were only transferred to microfilm until 1957.

Custodial History:

Local Association records recieved by the Central Office dating from 1925 to 1957 are on microfilm. Records subsequent to 1957 are hardcopies.

Scope and Content:

Sub-series MPE B.3 consists of Local Association records from the formation of the association until 1993 or said association's closure. See Box level entries for B.3 for detailed contents of records.

Notes: Description by Jillian Sutherland (2009). Records contained in Series B.3 on microfilm or in hardcopy may also be contained in Series A.

Name Access: Manitoba Pool Elevators  
Central Office

Subject Access: Local Association  
elevator

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



## McS 2 Office of the president/general manager

<http://archives.brandonu.ca/en/permalink/descriptions4316>

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

Description Level: Series

Series Number: McS 2

GMD: textual records

Date Range: 1910-1975

Physical Description: 2.47 m



## History /

### Biographical:

The offices of the President and General Manager were established in 1896 with the creation of A. E. McKenzie Seed Co. Ltd. These positions were held jointly by the one officer of company until 1975, when the Board of Directors of the Company divided the two positions, thereby relieving the President from management of plant operations.

Under the General By-Laws of the Company, the President, when present, presided over all Board of Directors meetings. He also signed all documents that may have required his signature and performed any other duties assigned to him by the board. The President exercised general supervision and control over the business of the Company and performed such duties as are usually associated with the office of President or Chief Executive officer of a company.

The General Manager had full power and authority to manage and direct the business and affairs of the Company. He was also responsible for employing and discharging agents and employees of the Company. After A.E. McKenzie gifted the majority of his company shares to the Government of Manitoba in 1945, the General Manager remained responsible for all operations of the Company. However, the General Manager found himself accountable to a Board of Directors comprised mainly of government appointees.

A. E. McKenzie held the offices of President/General Manager from 1896 until his death in 1964, at which time J. Lasby Lowes succeeded him. Following Lowes' retirement in 1968, A.R. Swanson was appointed by the government to fill the positions. Anthony J. Maruca became President of A.E. McKenzie Co. Ltd. in 1972. In 1975, the Board of Directors appointed William Moore the first individual to hold the position of General Manager without also occupying the President's office. At the same time, Mr. Pat Kelleher was named the new interim President. Following Kelleher's resignation, Moore was appointed President of the company. Keith Guelpa became President around 1984 following Moore's departure from the company to face criminal charges arising from his activities as an officer of the company. Raymond West assumed the position after Guelpa's departure.

### Custodial History:

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

### Scope and Content:

Series consists almost entirely of records and documents generated by the first two President/General Managers of A.E. McKenzie Seed Co. Ltd. In addition to the records created by A.E. McKenzie and J. Lasby Lowes in their capacity as President/General Manager, records pertaining to the various properties owned by the Company are also included. The series also contains marketing documents, including catalogues and sales literature, as well as a reference library comprised of twenty titles dealing with business and the seed industry and some records dealing with the President/General Managers following Lowes' retirement.

The series has been divided into seven sub-series, including: (1) A.E. McKenzie; (2) J. Lasby Lowes; (3) Comptroller; (4) Properties; (5) Marketing; (6) Reference Library; and (7) Miscellaneous Publications/Correspondence.

Storage Location:      RG 3 A.E. McKenzie Company fonds  
                                      McS 2 Office of the President/General Manager

Arrangement:

Arrangement: The series is arranged as follows:

- 2.1 A.E. McKenzie
  - 2.1.1 Secretary
  - 2.1.2 Legal Matters
  - 2.1.3 Correspondence
  - 2.1.4 Patents
  - 2.1.5 By-Law Campaign 1918
  - 2.1.6 Miscellaneous
- 2.2 J. Lasby Lowes
  - 2.2.1 Correspondence
  - 2.2.2 Historical Topics
  - 2.2.3 Miscellaneous
- 2.3 Comptroller
- 2.4 Properties
  - 2.4.1 Toronto
  - 2.4.2 Calgary
  - 2.4.3 Brandon
  - 2.4.4 Miscellaneous
  - 2.4.5 Parkade
  - 2.4.6 Appraisals
- 2.5 Marketing
  - 2.5.1 Catalogues
    - 2.5.1.1 McKenzie
    - 2.5.1.2 McFayden
    - 2.5.1.3 Suppliers
    - 2.5.1.4 Miscellaneous
  - 2.5.2 Seed Packets
    - 2.5.2.1 Vegetables
    - 2.5.2.2 Flowers
    - 2.5.2.3 Herbs
  - 2.5.3 Miscellaneous Sales Literature Documents
  - 2.5.4 Miscellaneous Marketing Papers/Reports
- 2.6 Reference Library
- 2.7 Miscellaneous Publications/Correspondence



## 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



## 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