

S. J. McKee Archives



Fundraising - private sector

<http://archives.brandonu.ca/en/permalink/descriptions3420>

Part Of: RG 6 Brandon University fonds
Description Level: File
Series Number: 2.4
File Number: 75
GMD: textual records
Date Range: 1981-1983
Physical Description: 1 file
Scope and Content:
File consists of correspondence.
Storage Location: RG 6 Brandon University fonds
Series 2: Board of Governors
2.4 Correspondence and subject files
Box 5



Note Books

<http://archives.brandonu.ca/en/permalink/descriptions5096>

Part Of: RG 6 Brandon University fonds
Description Level: File
Series Number: MG 3 1.14.1
File Number: 174
GMD: textual records
Date Range: ca. 1986-1991
Physical Description: 1 file
Scope and Content:
File consists of two books of quick facts re: Canada- alphabetized, notes & clippings
Storage Location: RG 6 Brandon University fonds
MG 3 Brandon University Teaching and Administration
1.14.1 W. Leland Clark - political career
Box 6



Guest Books

<http://archives.brandonu.ca/en/permalink/descriptions5777>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: MG 3 1.14.1

File Number: 831

GMD: textual records

Date Range: 1984-1993

Physical Description: 1 file

Scope and Content:

File consists of guest books inc. Ottawa Office (May 1985-Oct. 1987, Oct. 1987-Aug 1993), Christmas Reception Victoria Inn Salon 1 (Dec. 1985), Melita Golden Age Club Christmas (1986), Christmas Reception Elks Hall Virden (Dec. 1984)

Storage Location: RG 6 Brandon University fonds
MG 3 Brandon University Teaching and Administration
1.14.1 W. Leland Clark - political career
Box 33



Miscellaneous ledgers and minute books

<http://archives.brandonu.ca/en/permalink/descriptions4289>

Part Of: RG 1 Brandon College fonds

Description Level: Sub-series

Series Number: 13.6

GMD: textual records

Date Range: 1898-1951

Scope and Content:

1. Sadie Northam Expenses (Dining Room?), 1898-1906
2. Endowment Income Accounts, 1903-1910
3. Sustaining Fund, 1904-1905
4. Mortgage and Agreement Register and Ledger, 1905-1921
5. Refunds Committee Minutes, 1914-1923
6. COTC Day Sheets, March-April 1915?
7. Record of Bond Issue, 1917-1919
8. Staff Salaries, 1918-1921
9. Endowment and Scholarships Accounts, 1923-1941
10. Salary Book, 1926-1928
11. Athletic Board Finance, 1951-1959
12. Brandon College Institute, Session 08, no year

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



Prohibited List - Banned Books

<http://archives.brandonu.ca/en/permalink/descriptions4969>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: MG 3 1.14.1

File Number: 57

GMD: textual records

Date Range: 1985

Physical Description: 1 file

Scope and Content:

File consists of three lists of banned.released publications 1985. correspondence Jan.- July
1985 re: banned books from Canada due to content

Storage Location: RG 6 Brandon University fonds
MG 3 Brandon University Teaching and Administration
1.14.1 W. Leland Clark - political career
Box 2



MPE B 1 Central office minute books

<http://archives.brandonu.ca/en/permalink/descriptions9105>

Part Of: RG 4 Manitoba Pool Elevator fonds

Description Level: Sub-series

Series Number: MPE B.1

GMD: textual records

Date Range: 1923 - 1997

Physical Description: 1.65 m

History /

Biographical:

The Manitoba Wheat Pool and Manitoba Pool Elevators kept and preserved a chronological record of the meetings of the MPE Board of Directors and annual delegate meetings. The minutes were typed and bound, then placed in the MPE reference library so that employees and members could access them.

Scope and Content:

This sub-series consists of minutes of organizational meetings and later meetings held by the Central Office of the Manitoba Wheat Co-operative Producers, Ltd (later known as the Manitoba Wheat Pool) from 1923 until it went under in 1934, and of meetings held by the central office of Manitoba Pool Elevators from 1925 until 1997.

Notes: Description by Jillian Sutherland (2009)

Name Access: C.H. Burnell

W.J. Parker

P.F. Bredt

Manitoba Pool Elevators

Manitoba Wheat Pool

Central Office

Subject Access: Minutes

Storage Location: RG 4 Manitoba Pool Elevator fonds

Series B: Central Office records



BC 13: Brandon College ledger and minute books

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

Part Of: RG 1 Brandon College fonds

Description Level: Series

Series Number: 13

GMD: textual records

Date Range: 1899-1967

Physical Description: 1.89 m

History /

Biographical:

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

Scope and Content:

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

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

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

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

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

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



MPE B 1 Central office minute books Box 1

<http://archives.brandonu.ca/en/permalink/descriptions10012>

Part Of: RG 4 Manitoba Pool Elevator fonds

Description Level: Box

Series Number: MPE B.1.1

File Number: 1

GMD: textual records

Date Range: 1923 - 1953

Physical Description: 33 cm

History /

Biographical:

See history/bio for sub-series B.1

Custodial History:

See custodial history for sub-series B.1

Scope and Content:

Box contains bound volumes of Manitoba Wheat Pool and Manitoba Pool Elevators central office meeting minutes. Volumes in this box include:

Manitoba Wheat Co-operative Producers, Ltd. July 1923 – May 1929; Manitoba Wheat Pool
June 1929 – June 1934

MPE Minute Book May 1925 – July 1937

MPE Minute Book Sept 1953 – July 1959

MPE Minute Book August 1946 – July 1953

Notes: Description by Jillian Sutherland (2009)

Name Access: Manitoba Pool Elevators

Central Office

Subject Access: Minutes

Storage Location: RG 4 Manitoba Pool Elevator fonds

Series B: Central Office records



MPE B 1 Central office minute books Box 2

<http://archives.brandonu.ca/en/permalink/descriptions10013>

Part Of: RG 4 Manitoba Pool Elevator fonds

Description Level: Box

Series Number: MPE B.1.2

File Number: 2

GMD: textual records

Date Range: 1953-1971

Physical Description: 33 cm

History /

Biographical:

See history/bio for sub-series B.1

Custodial History:

See custodial history for sub-series B.1

Scope and Content:

Box contains bound volumes of Manitoba Pool Elevators central office meeting minutes.

Volumes in this box include:

MPE Minute Book Sept 1953 – July 1959

MPE Minute Book Oct 1959 – July 1964

MPE Minute Book Oct 1964 – Oct 1968

MPE Minute Book Oct 1968 – July 1971

Notes: Description by Jillian Sutherland (2009)

Name Access: Manitoba Pool Elevators

Central Office

Subject Access: Minutes

Storage Location: RG 4 Manitoba Pool Elevator fonds

Series B: Central Office records



MPE B 1 Central office minute books Box 3

<http://archives.brandonu.ca/en/permalink/descriptions10014>

Part Of: RG 4 Manitoba Pool Elevator fonds

Description Level: Box

Series Number: MPE B.1.3

File Number: 3

GMD: textual records

Date Range: 1971-1981

Physical Description: 33 cm

History /

Biographical:

See history/bio for sub-series B.1

Custodial History:

See custodial history for sub-series B.1

Scope and Content:

Box contains unbound Manitoba Pool Elevators central office meeting minutes for the period August 10, 1971 to December 18-20,th 1984.

Notes: Description by Jillian Sutherland (2009)

Name Access: Manitoba Pool Elevators

Central Office

Subject Access: Minutes

Storage Location: RG 4 Manitoba Pool Elevator fonds

Series B: Central Office records



MPE B 1 Central office minute books Box 4

<http://archives.brandonu.ca/en/permalink/descriptions10015>

Part Of: RG 4 Manitoba Pool Elevator fonds

Description Level: Box

Series Number: MPE B.1.4

File Number: 4

GMD: textual records

Date Range: 1981-1988

Physical Description: 33 cm

History /

Biographical:

See history/bio for sub-series B.1

Custodial History:

See custodial history for sub-series B.1

Scope and Content:

Box contains unbound Manitoba Pool Elevators central office meeting minutes including MPE Board of Directors minutes January 15-16, 1985 to July 17, 1996.

Notes: Description by Jillian Sutherland (2009).

Name Access: Manitoba Pool Elevators

Central Office

Subject Access: Minutes

Storage Location: RG 4 Manitoba Pool Elevator fonds

Series B: Central Office records



MPE B 1 Central office minute books Box 5

<http://archives.brandonu.ca/en/permalink/descriptions10016>

Part Of: RG 4 Manitoba Pool Elevator fonds

Description Level: Box

Series Number: MPE B.1.5

File Number: 5

GMD: textual records

Date Range: 1989-1995

Physical Description: 33 cm

History /

Biographical:

See history/bio for sub-series B.1

Custodial History:

See custodial history for sub-series B.1

Scope and Content:

Box contains unbound Manitoba Pool Elevators central office meeting minutes. Folders in this box include: unbound minutes of MPE Annual and Special Meetings 1976-98; Prospectus Nov 28 1997; MPE Annual Meeting Minutes 1990 and 1991; MPE Delegates Meetings 1989-1998; MPE Board of Directors Meetings July 16 1997 – May 19 1998; MPE Board of Directors Meetings August 20 1996 - June 18 1997; Agricore / AWP / MPE Board of Directors Meetings June 12 1998 – Oct 30 1998.

Notes: Description by Jillian Sutherland (2009)

Name Access: Manitoba Pool Elevators

Central Office

Subject Access: Minutes

Storage Location: RG 4 Manitoba Pool Elevator fonds

Series B: Central Office records



Abortion Stats- Vezina's letter '87, Gus Mitges- Private Member's Motion (also Lee's letter to Hnatyshyn)

<http://archives.brandonu.ca/en/permalink/descriptions5870>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: MG 3 1.14.1

File Number: 924

GMD: textual records

Date Range: 1987

Physical Description: 1 file

Scope and Content:

File consists of correspondence re: fetus rights

Storage Location: RG 6 Brandon University fonds

MG 3 Brandon University Teaching and Administration

1.14.1 W. Leland Clark - political career

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I miscellaneous

<http://archives.brandonu.ca/en/permalink/descriptions3632>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: 4.2

File Number: 54

GMD: textual records

Date Range: 1967

Physical Description: 1 file

Scope and Content:

File consists of correspondence.

Storage Location: RG 6 Brandon University fonds

Series 4: Office of the Vice-President

4.2 Office of the Vice-President (Administration & Finance)

Box 2



I miscellaneous

<http://archives.brandonu.ca/en/permalink/descriptions3930>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: 4.2

File Number: 341

GMD: textual records

Date Range: 1970

Physical Description: 1 file

Scope and Content:

File consists of a memo regarding the Indian Metis Friendship Program.

Storage Location: RG 6 Brandon University fonds

Series 4: Office of the Vice-President

4.2 Office of the Vice-President (Administration & Finance)

Box 8



Public Service

<http://archives.brandonu.ca/en/permalink/descriptions6341>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: MG 3 1.14.1

File Number: 1394

GMD: textual records

Date Range: 1989-1991

Physical Description: 1 file

Scope and Content:

File consists of information

Storage Location: RG 6 Brandon University fonds

MG 3 Brandon University Teaching and Administration

1.14.1 W. Leland Clark - political career

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Public relations

<http://archives.brandonu.ca/en/permalink/descriptions3457>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: 2.4

File Number: 111

GMD: textual records

Date Range: 1970-1971

Physical Description: 1 file

Scope and Content:

File consists of newsclippings and press releases.

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

<http://archives.brandonu.ca/en/permalink/descriptions5572>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: MG 3 1.14.1

File Number: 635

GMD: textual records

Date Range: 1983-1985

Physical Description: 1 file

Scope and Content:

File consists of correspondence

Storage Location: RG 6 Brandon University fonds
MG 3 Brandon University Teaching and Administration
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Public Works

<http://archives.brandonu.ca/en/permalink/descriptions5706>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: MG 3 1.14.1

File Number: 770

GMD: textual records

Date Range: 1990-1993

Physical Description: 1 file

Scope and Content:

File consists of correspondence, clippings and faxes re: Public Works, Housing

Storage Location: RG 6 Brandon University fonds

MG 3 Brandon University Teaching and Administration

1.14.1 W. Leland Clark - political career

Box 28



Public communications

<http://archives.brandonu.ca/en/permalink/descriptions178>

Part Of: RG 6 Brandon University fonds

Description Level: Sub-series

Series Number: 10.2

GMD: textual records

Physical Description: 2 m (not including scrapbooks)

Scope and Content:

Sub-series consists of advertisements, copies of Today on Campus and This Week on Campus, newspaper clippings, press releases, miscellaneous publications and calendars of events. The sub-series has one sub sub series: (1) Public Communications' scrapbooks.

Notes: A partial file level inventory for this series exists as a Word document.

Storage Location: RG 6 Brandon University fonds

Series 10: Office of Development