

S. J. McKee Archives



Special capital project #1: Park School

<http://archives.brandonu.ca/en/permalink/descriptions3562>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: 2.6

File Number: 15

Accession Number: 8-2005

GMD: textual records

Date Range: 1976

Physical Description: 1 file

Scope and Content:

File consists of a request for approval in principle for financial assistance for special capital project to the Universities Grants Commission, correspondence, and a cost estimate.

Storage Location: RG 6 Brandon University fonds

Series 2: Board of Governors

2.6 Board Projects

Box 1



Special capital projects #1: Roofing repairs

<http://archives.brandonu.ca/en/permalink/descriptions3565>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: 2.6

File Number: 18

Accession Number: 8-2005

GMD: textual records

Date Range: 1977-1978

Physical Description: 1 file

Scope and Content:

File consists of correspondence and requests for financial assistance from the Universities Grants Commission.

Storage Location: RG 6 Brandon University fonds

Series 2: Board of Governors

2.6 Board Projects

Box 1



C miscellaneous

<http://archives.brandonu.ca/en/permalink/descriptions3696>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: 4.2

File Number: 116

GMD: textual records

Date Range: 1968-1969

Physical Description: 1 file

Scope and Content:

File consists of correspondence, a joint submission by the Brandon Chamber of Commerce, Brandon Industrial Commission, West-Man Regional Development Inc., City Council of the City of Brandon to Highway Traffic & Motor Transport Board for the Province of Manitoba regarding "proposed conditions of carriage, rules and regulations, rates and charges, governing the movement of freight by public service vehicles in the province of Manitoba," and news releases regarding the Massey Lectures.

Storage Location: RG 6 Brandon University fonds

Series 4: Office of the Vice-President

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

Box 3



C miscellaneous

<http://archives.brandonu.ca/en/permalink/descriptions3755>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: 4.2

File Number: 175

GMD: multiple media

Date Range: 1969

Physical Description: 1 file

Scope and Content:

File consists of a form design, correspondence, general specifications for a portable classroom unit, and 5 slides.

Storage Location: RG 6 Brandon University fonds

Series 4: Office of the Vice-President

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

Box 5



Central Mortgage and Housing Corporation (file 1)

<http://archives.brandonu.ca/en/permalink/descriptions3875>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: 4.2

File Number: 288

GMD: textual records

Date Range: 1969-1970

Physical Description: 1 file

Scope and Content:

File consists of correspondence, newspaper clippings, and reference materials on housing.

Storage Location: RG 6 Brandon University fonds

Series 4: Office of the Vice-President

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

Box 7



C miscellaneous

<http://archives.brandonu.ca/en/permalink/descriptions3886>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: 4.2

File Number: 299

GMD: textual records

Date Range: 1970-1971

Physical Description: 1 file

Scope and Content:

File consists of correspondence and the Provisional Senate Committee on Academic Dress: second report.

Storage Location: RG 6 Brandon University fonds

Series 4: Office of the Vice-President

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

Box 7



Green, Blankstein, Russell Associates - corresopndence

<http://archives.brandonu.ca/en/permalink/descriptions3909>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: 4.2

File Number: 321

GMD: multiple media

Date Range: 1970-1971

Physical Description: 1 file

Scope and Content:

File consists of correspondence, blueprints and a newsclipping.

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



Green, Blankstein, Russell Associates

<http://archives.brandonu.ca/en/permalink/descriptions3910>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: 4.2

File Number: 322

GMD: multiple media

Date Range: 1967

Physical Description: 1 file

Scope and Content:

File consists of a booklet on Leonard Hall (University of North Dakota), a b/w 3.5" x 4.25" photograph of an unidentified (residence?) tower, documents prepared for Brandon University by Green Blankstein Russell Associates, Architects and Engineers for: proposed new library building planning criteria; Interim report III on campus site development; Master development plan; Master development plan III draft of preliminary study, as well as correspondence and minutes.

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



Green, Blankstein, Russell Associates - statements

<http://archives.brandonu.ca/en/permalink/descriptions3911>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: 4.2

File Number: 323

GMD: multiple media

Date Range: 1964-1969

Physical Description: 1 file

Scope and Content:

File consists of a blueprint, correspondence, and a copy of a presentation to Brandon College Incorporated re proposed extension of services for a further phase of campus growth.

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



Green Blankstein Russell & Associates - miscellaneous

<http://archives.brandonu.ca/en/permalink/descriptions3914>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: 4.2

File Number: 326

GMD: textual records

Date Range: 1967

Physical Description: 1 file

Scope and Content:

File consists of a building inventory by date of completion, name of building and architect, as well as a blank standard form of agreement between client and architect.

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



Green Blankstein Russell & Associates - correspondence

<http://archives.brandonu.ca/en/permalink/descriptions3915>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: 4.2

File Number: 327

GMD: multiple media

Date Range: 1969-1970

Physical Description: 1 file

Scope and Content:

File consists of correspondence, notes, and information on architectural firms gathered for the purpose of choosing a firm.

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



Green Blankstein Russell & Associates

<http://archives.brandonu.ca/en/permalink/descriptions3916>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: 4.2

File Number: 327A

GMD: textual records

Date Range: 1961-1967

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 8



Green Blankstein Russell & Associates

<http://archives.brandonu.ca/en/permalink/descriptions3917>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: 4.2

File Number: 327B

GMD: textual records

Date Range: 1958-1966

Physical Description: 1 file

Scope and Content:

File consists of correspondence and an article on the rate of decay.

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



Green Blankstein Russell & Associates - correspondence

<http://archives.brandonu.ca/en/permalink/descriptions3918>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: 4.2

File Number: 328

GMD: multiple media

Date Range: 1968-1969

Physical Description: 1 file

Scope and Content:

File consists of blueprints, correspondence, memos and reports.

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



Robert C. Prus

<http://archives.brandonu.ca/en/permalink/descriptions4132>

Part Of: RG 6 Brandon University fonds
Description Level: File
Series Number: 6.5.1
File Number: 76
GMD: textual records
Date Range: May 2002
Physical Description: 1 file
Scope and Content:
File consists of Prus' citation.
Storage Location: RG 6 Brandon University fonds
Series 6: Senate Office
6.5 Convocation Services, Baccalaureates Services, Banquets



Brandon University Education Journal Association

<http://archives.brandonu.ca/en/permalink/descriptions4165>

Part Of: RG 6 Brandon University fonds
Description Level: File
Series Number: 14.4
File Number: 33
GMD: textual records
Date Range: [n.d]
Physical Description: 1 file
Scope and Content:
File consists of the Brandon University Education Journal Association constitution.
Storage Location: RG 6 Brandon University fonds
Series 14: Brandon University Students Union
14.4 BUSU clubs
Box 1



BC 1: Brandon College Board of Directors

<http://archives.brandonu.ca/en/permalink/descriptions4237>

Part Of: RG 1 Brandon College fonds
Description Level: Series
Series Number: 1
GMD: textual records
Date Range: 1899-1967
Physical Description: 78.5 cm
History /

Biographical:

The "Act to Incorporate Brandon College" was assented to on June 1, 1900 and specified that the Board of Directors would consist of 21 members. The Board was to control all financial matters of the College, though all decisions had to meet the approval of the Baptist Convention.

The first officers of the Board were a Chairman, a Treasurer and a Secretary. The minutes also refer to a "President," separate from the Principal, but does not define the President's duties. The Principal was a member ex-officio of the Board. The first duty of the Board was to create an executive consisting of all Brandon members of the Board. The main function of the executive was the operation of the College and transaction of all business arising between Board meetings.

In pursuit of a separate university charter, the Board reorganized its affairs in 1910, appointing an investment committee, a Bursar and a Registrar. The Principal was renamed "President," and was appointed Chairman of the Executive. The university charter was denied, leading the Board to seek affiliation with McMaster University. The Board of Directors during this time was forced to take a more active role in directing college affairs. In November 1910, the Board moved: ...that the officers of the Board be authorized to make such application for such amendments to the Charter as seem necessary and advisable.

This decision led the Board to draw up the Act to Amend An Act to Incorporate Brandon College which, by 1915, granted the Board authority over all College affairs, following the stated direction of the Baptist Convention.

On May 5, 1916 a nominating committee was struck to name the persons and mandate of all new committees.

During the existence of the Board prior to 1967 the following committees were created:

EXECUTIVE COMMITTEE

In 1918, the Board defined the functions of the Executive Committee as:

The Board of Brandon College shall at its organization meeting each year appoint from among its members an Executive of not less than seven in number. The Executive shall be responsible to the Board and shall exercise all the powers usually incidental to an Executive other than those delegated to the Finance Committee and Endowment Fund Committee, which two Committees shall also be responsible to the Board direct.

FINANCE COMMITTEE, 1918-1926

The Finance Committee was to consist of no fewer than seven members which:

...shall be responsible to the Board and shall under the Board have the general oversight and control of the financial policy of the College insofar as the raising of funds is concerned. The Finance Committee shall not have the power to make any expenditures except such as it may deem necessary to incur in connection with its efforts in raising funds. The Finance Committee shall report to the Board of the College at each meeting of the Board and for the purpose of keeping the Executive in close touch with its activities and of enabling the two committees to work in closest cooperation shall transmit to the Executive a copy of the minutes of each of its meetings to be read at the regular meetings of the Executive and shall give account of the progress made by the Finance Committee and generally of its plans for the future. Members of the Finance Committee shall not all necessarily be members of the Board.

ENDOWMENT FUND COMMITTEE, 1918-1926

The Endowment Fund Committee was created by the following resolution:

The Board of Brandon College shall at its Organization Meeting each year appoint an Endowment Fund Committee which shall under the Board manage the Endowment Fund and direct the re-investment of its principal. The Endowment Fund Committee shall consist of not less than three members who shall not all necessarily be members of the Board.

The creation of the latter two committees was significant because it was the first time that Brandon citizens, not necessarily Baptists, were brought into the administration.

HOUSE AND GROUNDS COMMITTEE, 1923-1926

NEW INSTRUCTORS COMMITTEE, 1923-1936

ADVERTISING COMMITTEE, 1923-1936

BUSINESS ADMINISTRATION AND ENDOWMENT COMMITTEE, 1926-1936

TEACHERS COMMITTEE, 1929-1936

GENERAL PUBLICITY COMMITTEE, 1930-1936

By 1936, however, all Committees were abandoned as Brandon College struggled for its financial survival. After the Baptist Convention withdrew all of its support in 1938, a Provisional Board was established through the Brandon Board of Trade to negotiate with the government for the transfer of Brandon College to the Government of Manitoba. The provisional board succeeded in gathering the needed support for government intervention, and resurrected the College under "An Act to Incorporate Brandon College Incorporated."

The new Board of Directors was appointed October 11, 1939 during a general shareholders meeting. The officers of the Board were a Chairman, a Secretary and a Treasurer. There were also six new standing committees appointed, with mandates listed under clause 16 of by-law 1:

FINANCE COMMITTEE, 1939-1967

... whose duty it shall be to oversee the finances of the Corporation and make recommendations to the Board as to investments of Monies received for endowment or scholarship purposes, and to prepare and submit the annual budget.

PROPERTY COMMITTEE, 1939-1967

... who shall have general supervision of the real and personal property of the Corporation.

ENROLLMENT COMMITTEE, 1939-1967

... whose duty shall be to obtain a student body for the College, to co-operate with the President and Faculty for such purpose and report to the Board as may be required from time to time.

FACULTY COMMITTEE, 1939-1967

... whose duty shall be to make preliminary arrangements for the engagement of teachers and who shall make recommendations to the Board for consideration in the engagement of such teachers.

MEMBERSHIP COMMITTEE, 1939-1967

MEMBERSHIP COMMITTEE, 1939-1967

... whose duty shall be to maintain the membership of the Corporation and see that proper records of the same are maintained.

ENDOWMENT COMMITTEE, 1939-1967

... whose duty shall be to obtain endowments for the future operation of the College and to obtain gifts for scholarship purposes.

In 1942 the Public Relations and Progress Committee was established and a Public Relations Officer was hired. A Consultant Committee was appointed in 1948 with the sole purpose of overseeing the transfer of McKenzie Seeds to the provincial government for financial support through the McKenzie Foundation.

Scope and Content:

Series consists mainly of minutes of meetings and correspondence between various Board members and the College. It is a very detailed and descriptive compilation of the decision-making processes at a higher education institution. There are copies of minutes from the Executive Committee amongst the general Board Minutes. Series also contains a copy of an appraisal of Brandon College Inc. by the General Appraisal Company Ltd. (Vancouver) completed in 1957.

Storage Location: RG 1 Brandon College fonds
Series 1: Board of Directors

Arrangement:

Series has been divided into one sub-series: (1) Minutes of General Board Meetings.



MG 1 Brandon College teaching and administration

<http://archives.brandonu.ca/en/permalink/descriptions4295>

Part Of: RG 1 Brandon College fonds

Description Level: Series

Series Number: MG 1

GMD: multiple media

History /

Biographical:

This is an artificially created series.

Custodial History:

See individual sub-series for custodial history.

Scope and Content:

Series contains private papers from various professors and administrators at Brandon College.

It has been divided into the following sub-series:

MG 1 1.1 Rev. Dr. Samuel James McKee

MG 1 1.2 Rev. Dr. Franklin W. Sweet

MG 1 1.3 Mrs. Olive Wilkins

MG 1 1.4 Thomas Russell Wilkins

MG 1 1.5 Esther Magdalene Moore

MG 1 1.6 Thomas Hector McLeod

MG 1 1.7 Albert Edward McKenzie

MG 1 1.8 Evan McDonald Whidden

MG 1 1.9 Sarah Persis Darrach

MG 1 1.10 J.R.C. Evans

MG 1 1.11 Martin Johns

MG 1 1.12 Wilfred McCutcheon

Name Access:	S.J. McKee
	Franklin Sweet
	Olive Wilkins
	Thomas Wilkins
	Esther Moore
	Tommy McLeod
	A.E. McKenzie
	Evan Whidden
	Martin Johns

Storage Location:	RG 1 Brandon College fonds
	MG 1 Brandon College Teaching and Administration



McS 1 Board of directors

<http://archives.brandonu.ca/en/permalink/descriptions4310>

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

Description Level: Series

Series Number: McS 1

GMD: textual records

Date Range: 1900-1986

Physical Description: 1.87 m

History /

Biographical:

The A. E. McKenzie Seed Co. Ltd. has had a Board of Directors since its incorporation in 1906. The first Board consisted of A. E. McKenzie, S. A. Bedford, the director of the Experimental Farm, H. L. Patmore and W. A. McCracken. Following A.E. McKenzie's death, the government of Manitoba appointed the members of the Board under the arrangements made with the establishment of the A.E. McKenzie Foundation.

According to the general by-laws (c. 1960) of A. E. McKenzie Seed Co. Ltd., the Board of Directors annually, or more often if required, elected from among themselves a President, a Vice-President and a General Manager. They were also responsible for appointing an Assistant General Manager, and a Secretary and a Treasurer. If needed, they would also appoint an Assistant Secretary and an Assistant Treasurer. A majority vote of the Board was required for the election or appointment of the above officers. Those individuals elected or appointed to their offices by the Board could be removed at the pleasure of the Board. The Board also had the power to fix the salaries of all of the officers of the Company. By resolution, it could pass this responsibility to the General Manager.

Custodial History:

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

Scope and Content:

This series consists of Board minutes/meetings, management consultant reports, financial records, documents and miscellaneous records.

It has been divided into five sub-series, including: (1) Documents; (2) Minutes/Meetings; (3) Management Consultant Reports; (4) Miscellaneous; and (5) Financial Records.

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

McS 1 Board of Directors



C-33 Treasury Board

<http://archives.brandonu.ca/en/permalink/descriptions4701>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: Mg 3 1.14.1

File Number: 29

GMD: textual records

Date Range: Feb. 1988- June 1988

Physical Description: 1 file

Scope and Content:

File consists of correspondence re: Bill C-33, fair indexing for pensions for federal civil servants, mostly from constituents who would be affected, form letters from federal government employees.

Storage Location: RG 6 Brandon University fonds
MG 3 Brandon University Teaching and Administration
1.14.1 W. Leland Clark - political career
Box 1