

S. J. McKee Archives



Agriculture- Wheat Board- GATT- Drought

<http://archives.brandonu.ca/en/permalink/descriptions6268>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: MG 3 1.14.1

File Number: 1321, 1321b

GMD: textual records

Date Range: Sept. 1988-Sept. 1990

Physical Description: 2 files

Scope and Content:

File consists of correspondence

Notes: File divided by Karyn Taylor, Nov. 2006

Storage Location: RG 6 Brandon University fonds
MG 3 Brandon University Teaching and Administration
1.14.1 W. Leland Clark - political career
Box 52



Athletic Association/Athletic board

<http://archives.brandonu.ca/en/permalink/descriptions4259>

Part Of: RG 1 Brandon College fonds

Description Level: Sub-series

Series Number: 8.9

GMD: textual records

Date Range: 1919-1933, 1947-1958

Physical Description: 7 cm

Scope and Content:

These are the minutes from the meetings of the Athletic Association and the Athletic Board.

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



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

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

... 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 in 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.



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



Binder of minutes

<http://archives.brandonu.ca/en/permalink/descriptions8862>

Part Of: Brandon Folk, Music & Art Society, Inc.

Description Level: File

Fonds Number: 17-2008

File Number: 16

Accession Number: 17-2008

Start Date: 2004

End Date: 2008

Date Range: 2004-2008

Material Details: textual records

Scope and Content:

File consists of meeting minutes from September 2004 to September 2008



Board-BUFA Brief Committee - dismissal (faculty)

<http://archives.brandonu.ca/en/permalink/descriptions4435>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: 15

File Number: 36

GMD: textual records

Date Range: 1976

Physical Description: 1 file

Scope and Content:

File consists of a newsclipping and clarification regarding dismissal procedures.

Storage Location: RG 6 Brandon University fonds

Series XV: BUFA

Box 3



Board correspondence and subject files

<http://archives.bradonu.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



Board Executive agenda

<http://archives.bradonu.ca/en/permalink/descriptions3215>

Part Of: RG 6 Brandon University fonds
Description Level: File
Series Number: 2.2.1
File Number: 3
Accession Number: 06-2005
GMD: textual records
Date Range: March 1989
Physical Description: 1 file
Scope and Content:

File consists of motion sheets and documents related to the agenda of a Board Executive meeting held March 16, 1989.

Storage Location: RG 6 Brandon University fonds
Series 2: Board of Governors
2.2.1 Board Executive minutes
Box 1



Board Executive agendas

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

Part Of: RG 6 Brandon University fonds
Description Level: Sub sub series
Series Number: 2.2.3
Accession Number: 13-2000
GMD: textual records
Date Range: November 1973 - November 1979
Physical Description: 2 cm
History /
Biographical:

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

Scope and Content:

Sub sub series consists agendas for Board Executive Committee meetings.

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



Board Executive agendas

<http://archives.brandonu.ca/en/permalink/descriptions4399>

Part Of: RG 6 Brandon University fonds
Description Level: File
Series Number: 2.2.3
File Number: 1
Accession Number: 13-2000
GMD: textual records
Date Range: November 1973 - November 1979
Physical Description: 1 file
Scope and Content:

File consists of agendas for Board Executive Committee meetings dating November 1973 to November 1979.

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



Board Executive Committee

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

Part Of: RG 6 Brandon University fonds

Description Level: Sub-series

Series Number: 2.2

Accession Number: 6-2005, 13-2000

GMD: multiple media

Date Range: 1973-1990

Physical Description: 14 cm

History /

Biographical:

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

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

Scope and Content:

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

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

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



Board Executive correspondence

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

Part Of: RG 6 Brandon University fonds

Description Level: Sub sub series

Series Number: 2.2.2

GMD: multiple media

Date Range: 1983-1984

Physical Description: 2 cm

History /

Biographical:

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

Scope and Content:

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

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



Board Executive correspondence

<http://archives.brandonu.ca/en/permalink/descriptions3220>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: 2.2.2

File Number: 1

Accession Number: 6-2005

GMD: textual records

Date Range: 1983-1984

Physical Description: 1 file

Scope and Content:

File consists of correspondence, reports, a statement of claim (Harold J. Perkins vs. Brandon University and William J. Potter), newspaper clippings, and job postings.

Storage Location: RG 6 Brandon University fonds
Series 2: Board of Governors
2.2.2 Board Executive correspondence
Box 1



Board Executive minutes

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

Part Of: RG 6 Brandon University fonds

Description Level: Sub sub series

Series Number: 2.2.1

GMD: textual records

Date Range: 1980-1990

Physical Description: 10 cm

History /

Biographical:

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

Scope and Content:

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

Storage Location: RG 6 Brandon University fonds

Series 2: Board of Governors

2.2.1 Board Executive minutes



Board Executive minutes

<http://archives.brandonu.ca/en/permalink/descriptions3213>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: 2.2.1

File Number: 1

Accession Number: 6-2005

GMD: textual records

Date Range: January-December 1990

Physical Description: 1 file

Scope and Content:

File consists of minutes.

Storage Location: RG 6 Brandon University fonds

Series 2: Board of Governors

2.2.1 Board Executive minutes

Box 1



Board Executive minutes

<http://archives.brandonu.ca/en/permalink/descriptions3214>

Part Of: RG 6 Brandon University fonds
Description Level: File
Series Number: 2.2.1
File Number: 2
Accession Number: 6-2005
GMD: textual records
Date Range: January-December 1989
Physical Description: 1 file
Scope and Content:
File consists of minutes
Storage Location: RG 6 Brandon University fonds
Series 2: Board of Governors
2.2.1 Board Executive minutes
Box 1



Board Executive minutes

<http://archives.brandonu.ca/en/permalink/descriptions3216>

Part Of: RG 6 Brandon University fonds
Description Level: File
Series Number: 2.2.1
File Number: 4
Accession Number: 6-2005
GMD: textual records
Date Range: November 1986 - June 1988
Physical Description: 1 file
Scope and Content:
File consists of minutes.
Storage Location: RG 6 Brandon University fonds
Series 2: Board of Governors
2.2.1 Board Executive minutes
Box 1



Board Executive minutes

<http://archives.brandonu.ca/en/permalink/descriptions3218>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: 2.2.1

File Number: 6

Accession Number: 6-2005

GMD: textual records

Date Range: January 1984 - April 1985

Physical Description: 1 file

Scope and Content:

File consists of minutes.

Storage Location: RG 6 Brandon University fonds
Series 2: Board of Governors
2.2.1 Board Executive minutes
Box 1



Board Executive minutes

<http://archives.brandonu.ca/en/permalink/descriptions3219>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: 2.2.1

File Number: 7

Accession Number: 6-2005

GMD: textual records

Date Range: February 1980 - December 1983

Physical Description: 1 file

Scope and Content:

File consists of minutes.

Storage Location: RG 6 Brandon University fonds
Series 2: Board of Governors
2.2.1 Board Executive minutes
Box 1