

S. J. McKee Archives



Adelene Monica Bailey fonds

<http://archives.brandonu.ca/en/permalink/descriptions7944>

Part Of: RG 1 Brandon College fonds

Description Level: Sub-series

Series Number: MG 2 2.27

Accession Number: 31-2007

GMD: textual records

Date Range: 1911, 1924

Physical Description: 2 diplomas

History /

Biographical:

Adelene Monica Bailey was the wife of J.R.C. Evans, president of Brandon College (1928-1959).

Custodial History:

Records were donated by Keith Evans, Adelene Bailey's son.

Scope and Content:

Fonds consists of Bailey's diploma awarded by Victoria Avenue Methodist Sunday School (1911), and her diploma certifying her completion of the post-graduate course of study prescribed in the Pianoforte department of Brandon College (1924)

Notes: The Brandon College diploma is signed by Franklin Sweet. Description by Christy Henry.

Storage Range: Reading room oversized drawer with Brandon University Photograph collection series 11: Documents, diplomas and certificates.



Ad Hoc Committees of Senate

<http://archives.brandonu.ca/en/permalink/descriptions149>

Part Of: RG 6 Brandon University fonds

Description Level: Sub-series

Series Number: 6.4

GMD: textual records

Scope and Content:

None of the records in this sub-series have been processed.

A.E. McKenzie



<http://archives.brandonu.ca/en/permalink/descriptions4317>

Part Of: RG 3 A.E. McKenzie Company fonds
Description Level: Sub-series
Series Number: McS 2 2.1
GMD: textual records
Date Range: 1910-1964; 1966 (legal), 1976 (patents)
Physical Description: 26.3 cm

History /

Biographical:

Albert Edward McKenzie was born in Wilcox Lake, York County, Ontario in 1870 to Francis Bethel McKenzie and Maria (Carley) McKenzie. In 1882 he moved to Brandon, Manitoba with his family, where his father established a Flour, Seed and Grain business. At the age of twenty-six, following his father's death, A. E. took over the family business and transformed it into a seed institute. As the President of The Brandon Seed House, and, later, A. E. McKenzie Seed Co. Ltd., Mr. McKenzie played a central role in the daily operations of his company up until three weeks prior to his death on September 25, 1964.

In 1901, Mr. McKenzie married Laura Bell of Carmen, Manitoba, with whom he had two daughters, Marjorie and Kathleen. Kathleen married Walter C. Roberts and became a member of the Board of Directors of her father's company. Marjorie graduated from Brandon College, and received additional degrees from the Columbia College of Expression, and from Northwestern University. From 1927-1930 she taught at Brandon College, then resigned to do post-graduate work. She returned to Brandon College in 1935 as Instructor of Public Speaking and Dean of Women in Clark Hall. Marjorie resigned as Dean of Women after one year, and eventually relocated to British Columbia. Both Kathleen and Marjorie survived their father. Laura had passed away in 1943. At the time of his death, A.E. McKenzie was also survived by had one grandson: David McKenzie Roberts.

In addition to building his company into one of Canada's foremost seed institutes, McKenzie was also involved with many community projects. He was affiliated with the YMCA, YWCA, Salvation Army, and Community Chest. He was a charter member of the Kiwanis Club, and a long-term officer of the Brandon Chamber of Commerce. However, McKenzie's major interest was Brandon College, for which he served as a governor and as chairman of the board of governors for the College.

A central figure in the fight to save Brandon College, McKenzie was instrumental in the formation of Brandon College Inc., and, in 1945, he established the A. E. McKenzie Foundation, for which the Government of Manitoba was the sole trustee. His gift to the Foundation was securities valued at \$1 million, which ensured the survival and re-establishment of Brandon College and later Brandon University.

In 1941, McKenzie received the degree of Doctor of Laws honoris causa from the University of Manitoba. In 1962, he was honored with a certificate of merit for exemplary citizenship in commerce and in every aspect of community life from the City of Brandon.

Custodial History:

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

Scope and Content:

This sub-series consists of correspondence created and received by A.E. McKenzie during his years as President/General Manager dealing with the operation of his company. This includes construction estimates, and correspondence with the company's lawyer, Wm. Johnson. A letter from Gairdner & Company Limited regarding McKenzie's attempt to reacquire ownership of A. E. McKenzie Ltd. from the Province of Manitoba.

The sub-series also contains material relating to legal matters: one file concerns a successful legal action against the A.E. McKenzie Seed Company by the Canadian Alfalfa Association. The action arose following the sale of seed to a seed company located in Berlin, Germany in 1938. A second file deals with the prosecution of the company in Bismarck, North Dakota for mail fraud. The company lost both cases. Patents secured by the company are also included within the sub-series.

Also contained within the legal sub-series are records dealing with A.E. McKenzie's passing. These include correspondence with the National Trust Company and Miss Jean MacKay, and a summary of A.E. McKenzie's will. There are also some documents dealing with McKenzie's stocks and shares in the Company.

Documentation relating to the 1918 By-Law Campaign, in which McKenzie tried to secure tax relief for his company in relation to the construction of its new plant, is also included within the sub-series.

The sub-series is divided into six sub sub series, including: (1) Secretary; (2) Legal Matters; (3) Correspondence; (4) Patents; (5) By-Law Campaign 1918; and (6) Miscellaneous.

| | |
|-------------------|---|
| Notes: | * "Tapes" in the Related Material field refers to hard copy written summaries originally provided on tape for typing. Organization by tape number was found to be more efficient than listing these items by title. |
| Language Note: | Within McS 2 1.3, the correspondence sub sub series, there are some documents written in Gregg shorthand. No translation is available. |
| Storage Location: | RG 3 A.E. McKenzie Company fonds McS 2 Office of the President/General Manager |
| Related Material: | Regarding sub sub series McS 2 2.2 (Legal Matters): The court pocket for the alfalfa case involving McKenzie Seeds at the Court of Queen's Bench in Regina, Saskatchewan may be available through the Saskatchewan Archives Board. John Diefenbaker acted for the Alfalfa Association in this case. |

Historical Topics under A.E. McKenzie Seed Co. Ltd. fonds, Series 2 (Office of the President/GM), sub-series 2 (J. Lasby Lowes) contains some information regarding McKenzie's patents (file 16, Tapes 29 and 30), and a legal case in Bismarck, North Dakota in 1957 regarding the violation of mail fraud statutes involving the sale of seed wheat (file 11, Tape 26)*. Information regarding the sale of Alfalfa seed to a German seed company is available in file 2. There are also a number of files containing information about A. E. McKenzie.



A.E. McKenzie fonds

<http://archives.brandonu.ca/en/permalink/descriptions4337>

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

Description Level: Series

Series Number: MG 5

GMD: textual records

Date Range: 1887-1989; prredominantly 1887-1968

Physical Description: 31 cm

History /

Biographical:

See biographical sketch of A.E. McKenzie under RG 3 Series 2 (Office of the President/General Manager), sub-series 1 (A.E. McKenzie).

Custodial History:

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

Scope and Content:

The manuscript group contains records pertaining to A.E. McKenzie's personal life, such as personal correspondence and family documents. Records dealing with McKenzie's involvement with Brandon College, the Brandon Allied Arts Council and the Brandon Board of Trade are also included.

It has been divided into five sub-series, including: (1) Brandon College Inc.; (2) A.E. McKenzie Foundation; (3) Brandon Allied Arts Council; (4) Brandon Board of Trade; and (5) Miscellaneous.

Storage Location: RG 3 A.E. McKenzie Seed Co. Ltd. fonds
MG 5 A.E. McKenzie fonds

Related Material: RG 1 Brandon College fonds in the McKee Archives contains additional information on A.E. McKenzie, particularly his involvement with Brandon College.

A photograph of A.E. McKenzie is located in oversized drawer #5 of the Brandon College photograph series.



A.E. McKenzie fonds - miscellaneous

<http://archives.brandonu.ca/en/permalink/descriptions4343>

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

Description Level: Sub-series

Series Number: MG 5 1.5

GMD: textual records

Date Range: 1887-1960

Physical Description: 3.5 cm

History /

Biographical:

This sub-series is artificially created and contains records that did not fit into any of the preceding series or sub-series.

Custodial History:

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

Scope and Content:

The records in this sub-series concern A.E. McKenzie's personal life. It contains a number of documents created by his father, F. B. McKenzie, including land deeds, financial records, and a grant of probate. The sub-series also includes documents concerning the Ontario Mutual Life Assurance Co., the dissolution of partnership between A.E. McKenzie and George. E. McKenzie, the release of F.B. McKenzie's estate to his son and a copy of A.E. McKenzie's mother's last will and testament.

Also included within the sub-series is a file of correspondence between McKenzie and R.B. Dessert, a former employee of McKenzie Seeds who established his own seed company in California after leaving Brandon. The correspondence is almost entirely personal in nature.

Thank you letters regarding Brandon College and scholarships, as well as minutes from meetings of the Education Advisory Board can also be found within the sub-series.

Storage Location: RG 3 A.E. McKenzie Seed Co. Ltd. fonds

MG 5 A.E. McKenzie fonds



A.E. McKenzie Foundation

<http://archives.brandonu.ca/en/permalink/descriptions4340>

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

Description Level: Sub-series

Series Number: MG 5 1.2

GMD: textual records

Date Range: 1940, 1945-1989

Physical Description: 6 cm

History /

Biographical:

In 1945 the A. E. McKenzie Trust of 1939, which led to the formation of Brandon College Incorporated, was cancelled. As a result A.E., who was still trying to solve the College's financial problems, set about attaining a special act of legislature that would enable him to transfer 90% of his company's stockholdings to the control of the Province of Manitoba to benefit the College.

See fonds level administrative history description.

Custodial History:

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

Scope and Content:

This sub-series includes correspondence regarding the McKenzie Foundation between Brandon College Inc., McKenzie Seeds, William Johnson and the Government of Manitoba. It also contains records dealing with Educational Advisory Board. A substantial amount of this correspondence is in regards to the payment of Brandon College Inc. from the McKenzie Foundation. In addition, there is also correspondence generated by the Comptroller-General and Wm. Johnson regarding Foundation Account, as well as some other financial information.

Various documents are also present within the sub-series, including Bill 87, amendments, an authorization provision for variation in agreement and an agreement between McKenzie, Brandon College Inc. and the National Trust. A collection of prepared statements or briefs, many written by A.E. McKenzie regarding the purpose and future of the Foundation are also included.

Storage Location: RG 3 A.E. McKenzie Seed Co. Ltd. fonds
MG 5 A.E. McKenzie fonds

Related Material: Information regarding the A.E. McKenzie Foundation can be found in Series 2 (Office of the President/GM), sub-series 2 (J. Lasby Lowes), Historical Topics file 1 (Tape 9).

Series 5 (Photographs), oversized drawer #4 contains newspaper clippings dealing with the establishment of the McKenzie Foundation.



A.E. McKenzie Seed Co. Ltd. - miscellaneous publications

<http://archives.brandonu.ca/en/permalink/descriptions4335>

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

Description Level: Sub-series

Series Number: McS 6 6.2

GMD: textual records

Date Range: 1963, 1978, 1984-1985

Physical Description: 6 titles; 6 cm

History /

Biographical:

This sub-series consists of publications that did not fit into any of the preceding series or sub-series.

Custodial History:

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

Scope and Content:

This sub-series includes one copy each of Manitoba Business Top 100 (June 1985), Trade and Commerce Supplement, Brandon (c. 1963) and Manitoba Business (November 1985).

It also includes a Christmas Song book, the book "By Gossip and Myth" by Prof. George MacDowell and a document entitled "Background Information re A.E. McKenzie Seed Co. Ltd."

The following newspaper clippings have been located in the map case drawer #4 located in the archives reading room:

1. \$175,000 Gift Set for College from City Man
2. McKenzie Will Leaves House to Arts Centre
3. The Old Alma Mater is Down on Her Knees
4. How to Help the Alma Mater
5. Good Things are "growing" on at McKenzie Seeds (ad)
6. Fire fails to halt work at McKenzie Seeds
7. McKenzie Seeds: new facilities are first in North America
8. A full-page advertisement for McKenzie Seeds from "The Brandon Sun" (September 24, 1971)

Storage Location: RG 3 A.E. McKenzie Company fonds
McS 6 Miscellaneous



A.E. McKenzie Seed Co. Ltd. - scrapbooks

<http://archives.brandonu.ca/en/permalink/descriptions4336>

Part Of: RG 3 A.E. McKenzie Company fonds
Description Level: Sub-series
Series Number: McS 6 6.3
GMD: textual records
Date Range: c.1903 - c.1940
Physical Description: 27.5 cm
Physical Condition: The scrapbooks in this sub-series are fragile, particularly the product book. They must be handled with great care.

Custodial History:

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

Scope and Content:

This sub-series consists of three scrapbooks. Two of the three contain copies of advertisements for a number of businesses, including McKenzie Seeds, Steele Briggs, Patmore's, Rennie's, and McFayden Seeds. Clippings dealing with a variety of other companies in the seed industry are also included. The third scrapbook contains pictures of various flowers, vegetable, herbs and other seed products in alphabetical order. An inventory is available for the third scrapbook.

Notes: Date(s) of creation, including distribution, publication, etc.:

- a) [No title] ad book - 1906-1911
- b) "Scrap Book" ad book - 1917-1926
- c) [No title] product book - c.1903 - c.1940

Storage Location: RG 3 A.E. McKenzie Company fonds
McS 6 Miscellaneous



AgEx administrative files

<http://archives.brandonu.ca/en/permalink/descriptions4377>

Part Of: RG 2 Provincial Exhibition of Manitoba Association fonds

Description Level: Series

Fonds Number: RG2SF3

Series Number: 3.4

GMD: textual records

Date Range: 1976, 1979-1982

Physical Description: 1.14 m

History /

Biographical:

The series was created by a member of the administrative staff attached to the Board of Directors of the Provincial Exhibition of Manitoba.

Custodial History:

See sous-fonds RG2SF3 for custodial history.

Scope and Content:

The series includes the administrative files from 1979, 1980, 1981, 1982. The files include Mailing Lists, Prize List Production, Catalogue Production, Advertising, Correspondence, various Animal Events, and several other topics.

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

Storage Location: RG 2 Provincial Exhibition of Manitoba Association fonds
RG2SF3 AgEx



AgEx news releases

<http://archives.brandonu.ca/en/permalink/descriptions4379>

Part Of: RG 2 Provincial Exhibition of Manitoba Association fonds

Description Level: Series

Fonds Number: RG2SF3

Series Number: 3.6

GMD: textual records

Date Range: 1984-1990

Physical Description: 13 cm

History /

Biographical:

The series was created by a committee attached to the Board of Directors of the Provincial Exhibition of Manitoba.

Custodial History:

See sous-fonds RG2SF3 for custodial history.

Scope and Content:

The series includes the news releases regarding events and competitions of AgEx from 1983 to 1990. The series was more than likely attached to a larger group of administrative files, but before they were transferred to the archives they were removed from the original files, and a new series was 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
RG2SF3 AgEx



AgEx original results

<http://archives.brandonu.ca/en/permalink/descriptions4380>

Part Of: RG 2 Provincial Exhibition of Manitoba Association fonds

Description Level: Series

Fonds Number: RG2SF3

Series Number: 3.7

GMD: textual records

Date Range: 1983, 1985

Physical Description: 6.5 cm

History /

Biographical:

The series was created by a member of the administrative staff attached to the Board of Directors of the Provincial Exhibition of Manitoba.

Custodial History:

See sous-fonds RG2SF3 for custodial history.

Scope and Content:

The series includes the original results from the 1983 and 1985 AgEx competitions.

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

Storage Location: RG 2 Provincial Exhibition of Manitoba Association fonds
RG2SF3 AgEx



AgEx prize lists and programs

<http://archives.brandonu.ca/en/permalink/descriptions4378>

Part Of: RG 2 Provincial Exhibition of Manitoba Association fonds

Description Level: Series

Fonds Number: RG2SF3

Series Number: 3.5

GMD: textual records

Date Range: 1975-1992

Physical Description: 18.5 cm

History /

Biographical:

The Prize Lists and Programs were created by a committee attached to the Board of Directors for the Provincial Exhibition of Manitoba.

Custodial History:

See sous-fonds RG2SF3 for custodial history.

Scope and Content:

The series includes the prize lists and programs from 1975 to 1992, including various cattle shows, poultry shows, show guides, and prize lists.

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

Storage Location: RG 2 Provincial Exhibition of Manitoba Association fonds
RG2SF3 AgEx



Alexander MacPhail collection textbooks

<http://archives.brandonu.ca/en/permalink/descriptions4542>

Part Of: MacPhail collection

Description Level: Sub-series

Series Number: 26-2006.1

Item Number Range: 1-22

Accession Number: 26-2006

GMD: textual records

Date Range: 1901-1948

Physical Description: 36 cm

Physical Condition: Some of the titles are fragile and/or stained/torn.

Scope and Content:

Sub-series consists of the following titles:

"Tales and Trails of Western Canada" by Nell Macvicar and Irene Craig

"Manitoba Public School Arithmetic: Book II" by J.A. Smith and R.H. Roberts (1922)

"Handbook of Nature-Study for Teachers and Parents" by Anna Botsford Comstock (1911)

"Forests and Trees" by B.J. Hales (1925)

"Fodder and Pasture Plants" George H. Clark and M. Oscar Malte with water colour illustrations by Norman Criddle (1913)

"Wild Flowers of Western Canada" by William Copeland McCalla (1920)

"The Dragon and the Raven" by G.A. Henty

"Manitoba High School Civics" by A.L. Burt (1945)

"The Manitoba Arithmetic for Elementary Grades: Grade IV" by the Department of Education, Province of Manitoba

"The Treasury Sight-Reader: Book II - Junior" by Maurice Jacobson

"The Treasury Sight-Reader: Book III - Intermediate" by Maurice Jacobson

"The Manitoba Readers - Third Reader"

"Young Blood" by E.W. Hornung (1901)

"The Moonstone: A Romance" by Wilkie Collins

"Mental Arithmetic: Part I" by Charles G. Fraser

"The Canada Book of Prose and Verse: Book One" by Lorne Pierce (1948)

"How to be Healthy" by J. Halpenny and Lilian B. Ireland (1911)

"The A B C of Musical Theory" by Ralph Dunstan

"Canadian Civics" by R.S. Jenkins (1909) - Manitoba edition

"Canada: A History for High Schools" by G.J. Reeve (1926)

"History of England for Public Schools" authorized by the Departments of Education for Manitoba, Saskatchewan, Alberta and British Columbia (1922).

Storage Location: 2006 accessions



Alumni Relations

<http://archives.brandonu.ca/en/permalink/descriptions181>

Part Of: RG 6 Brandon University fonds
Description Level: Sub-series
Series Number: 10.3
GMD: textual records
Date Range: 1930-2003
Physical Description: 4.6 m (not including financial ledger)

History /

Biographical:

A gathering of the Arts Class of 1912, the theological graduates of 1912, the Ad Eundem graduates and former graduates in Brandon for the Convocation exercises met in 1911 and decided to form an Alumni Association of Brandon College open to all Arts and Theological graduates, past, present and to come, and also to those admitted Ad eundem. An executive was elected and a constitution was to be written. The aim of the Alumni Association was to "promote and sustain the spirit of loyalty to its Alma Mater, and to assist in all possible ways in exalting her ideals and forwarding her progress." It was also meant to sustain and strengthen bonds of fellowship between the members of the body graduate. To foster this sentiment an annual Alumni banquet was discussed. It is unknown how long this version of the Brandon College Alumni Association operated or what became of it.

The present day Alumni Relations office dates from the local chapter of the Brandon College Alumni Association organized in June 1936 at a meeting held in the reception room of Clark Hall.

Scope and Content:

Sub-series consists of three sub sub series, including: (1) General files; (2) Alumni News; and (3) Homecoming and Class Reunions.

Notes: History/Bio information was taken from articles in the Quill (December 1912) and (September 23, 1936).

Storage Location: RG 6 Brandon University fonds
Series 10: Office of Development



Archibald P. McDiarmid

<http://archives.brandonu.ca/en/permalink/descriptions4239>

Part Of: RG 1 Brandon College fonds

Description Level: Sub-series

Series Number: 2.1

GMD: textual records

Date Range: 1899-1912

Physical Description: 1.71 m

History /

Biographical:

Dr. McDiarmid was born in 1852 in Yarmouth, County Elgin, Ontario to John and Christina McDiarmid. He graduated from grammar school at St. Thomas and from the Canadian Literary Institute at Woodstock. Dr. McDiarmid was the prize man every year at the University of Toronto and won the silver medal in metaphysics in 1875, his graduating year. He was a student pastor at Clarence Baptist Church his junior year at Toronto. In 1876 he received the Master of Arts degree. McDiarmid attended the Rochester Theological Seminary in Rochester, NY. The Board of Woodstock College subsequently offered him a position as Examiner of Metaphysics and Logic. McDiarmid also worked as a pastor at Strathroy and Point Hope.

In 1886 he was called to be the minister of First Church, Ottawa. His scholarly preaching and warm, personal sympathy greatly increased the church membership. McDiarmid went to Brooklyn, NY for two years. He was then appointed Secretary of the Foreign Mission Society of the Ontario and Quebec Convention. In 1899, at age 47, Dr. McDiarmid was asked by the Western Baptist Committee to assume headship of the newly formed Brandon College. McDiarmid accepted the offer and became the first Principal in 1899. In 1910 his position title was changed to President. Dr. McDiarmid retired in 1912 and moved to Robson, B.C., where he owned a farm. He died on January 24, 1946 at the age of 94 in Robson.

Scope and Content:

Dr. McDiarmid's papers contain a wide variety of items. Because the positions of Bursar and Registrar would not be created until 1910, it was McDiarmid who handled all of the finances of the college. The collection includes letters from prospective students and room requests. The tenders for the building of Brandon College are also in this collection. There is substantial correspondence on the Baptist's fundraising efforts, and lists of pledges and subscriptions. There is also correspondence regarding the quest for a university charter, and the eventual affiliation with McMaster University.

Name Access: Archibald P. McDiarmid

Storage Location: RG 1 Brandon College fonds
Series 2: Office of the Principal/President



Arts Banquet Committee

<http://archives.brandonu.ca/en/permalink/descriptions4271>

Part Of: RG 1 Brandon College fonds

Description Level: Sub-series

Series Number: 8.20

GMD: textual records

Date Range: 1938-1964

Physical Description: 2 cm

Scope and Content:

These are the minutes from the meetings of the Arts Banquet committees from 1938 until 1964. They include detailed descriptions of what each banquet would entail.

Storage Location: RG 1 Brandon College fonds

Series 8: Brandon College Students Association



Athletic Assocaition/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 2: Office of the principal/president

<http://archives.brandonu.ca/en/permalink/descriptions4238>

Part Of: RG 1 Brandon College fonds

Description Level: Series

Series Number: 2

GMD: textual records

Date Range: 1899-1967

Physical Description: 13 m

History /

Biographical:

The Office of the President of Brandon College was established in 1899 under the title of Principal. The Principal was the head of the Academic Department and the Administrative body. In 1910, the position of Principal was changed to the position of President. There is no documented reason given for this change, but it was consistent with other universities and colleges at the time. When the institution was first organized in 1899, the role of the Principal was quite varied. It was the Principal who acted as both Registrar and Bursar, in addition to his duties as head of administration. The Principal also acted as a professor. It was the Principal who kept the college in contact with the Baptist Union. The Principal also acted as the liaison between the Board of Directors and the Senate, being an ex-officio member of both. In 1910, the roles of Registrar and Bursar were no longer the responsibility of the President. In the 1920's the President became increasingly involved with fundraising and traveled extensively in search of financial support.

In 1938, following the "Act to Incorporate Brandon College Incorporated," the Board of Directors, under by-law #1, assigned the President with "the internal management of the business of the Corporation insofar as it relates to the students, teaching and office staff shall be under the direct supervision of the President, subject to the order of the Board." In 1965 the President's Office was created, consisting of the President, Executive Assistant to the President (later Deputy to the President), and Secretary to the President who was also the Public Relations Assistant. From 1899 until 1967 the Office of the President was administered by six different men.

Scope and Content:

Series consists of records generated and collected by various presidents. The series has been divided into six sub-series, including: (1) Dr. Archibald P. McDiarmid; (2) Dr. Howard Primrose Whidden; (3) Dr. Franklin W. Sweet; (4) Dr. David Bovington; (5) Dr. John Robert Charles Evans; and (6) Dr. John E. Robbins.

Storage Location: RG 1 Brandon College fonds
Series 2: Office of the Principal/President